



**SOS CHILDREN'S
VILLAGES**

Request for Proposal (RFP) and
ToR for Case Study of SOS Children's villages in
Somaliland Emergency Response Program on
Family Preservation, children and Youth
Wellbeing and Protection

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Children's Villages in Somaliland Emergency Response
Program on Family Preservation, Children and Youth
Wellbeing and Protection**

SOMALILAND,
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1. Context and rationale

1.1 About SOS Children's Villages

SOS Children's Villages is a global federation of 137 national SOS Children's Villages associations, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

SOS Children's Villages in Somaliland is part of SOS Children's Villages International, the umbrella organization to which all SOS Children's Villages including SOS Children's Villages Somaliland Association is affiliated. SOS Somaliland is a Non-Governmental Organization (NGO) that is not for profit, non-sectarian and non-partisan and which has been in existence since 1999.

SOS Children's Villages in Somaliland is committed to the welfare of children who lost parental care or at risk of losing parental care – often ensuring that children grow up in a loving family environment, and to strengthening families and communities as a preventive measure in the fight against child abandonment and social neglect, and upholds child protection policy as part of their commitment to the protection of children and youth from abuse. Uniquely, we provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent family separation (family strengthening service, FS). SOS alternative care is usually organised in the form of a cluster of SOS families, where each SOS parent cares for small group of children.

SOS Children's Villages was established in Somaliland in 1999 and it started first operations in Sahil region. Currently, SOS Children's Villages in Somaliland implements programs ranging from child care, child protection, youth empowerment and participation, education and emergency interventions

All these programmes are supposed to contribute to the overall mission of SOS Children's Villages: that is defending the interests and rights of children and youth who have lost parental care and of those at risk of losing this. This means that relinquished, abandoned and orphaned children are provided with alternative care. Parallel to this, actions are undertaken in order to prevent families from falling apart.

In Somaliland, family separation, family breakdown, child abandonment, death of parents etc.- are usually caused, among other things, by economic factors(e.g. lack of income, unemployment, lack of food and nutrition, limited business skills, lack of start-up funds, loss of livelihood etc.), hygienic and sanitation induced diseases, poor parental skills (including parental skills, protection skills, business management skills. Attending these issues immediately and then supporting families in their livelihoods-reduces family separation, strengthens families and reduces the need for the SOS family Care and related programs; and that is our ultimate goal/mission.

1.2 Description of programme location and context

Somaliland is one of the Least Developed Countries (LCD) in the world. Over half of the population lives below the UN poverty line and has one of the highest youth unemployment rates where two out of three young people below the age 35 years are unemployed.

Somaliland has faced consecutive droughts in the past 5 years and the cyclone that hit in mid-2018 affected severely the livelihoods of the people living in the coastal area of Sahil and Awdal regions. With this protracted draughts as well as the effects of the cyclone, pastoralist and agro-pastoralist families lost their livestock, agricultural plots and shelter, and as a result of this, moved to urban areas. In addition, children under 5 years represent more than one-quarter of all those affected and are the most at risk of malnutrition and water and sanitation hygiene (WASH) related illnesses and other childhood diseases. In Somaliland, there are a significant number of socially and economically vulnerable and excluded populations. Among the most disadvantaged groups are the large numbers of Orphans and Vulnerable children (OVCs) most of whom are affected economically, socially and psychologically. Generally, children in Somaliland face many challenges including lack of parental care, poverty, lack of



clean water, recurrent diseases, and lack of protection including their basic rights to quality education, health, nutrition, participation and proper shelter.

SOS Children's Villages is operational in three regions of Somaliland: Awdal, Marodijeh and Sahil, and it had a good relationship with many stakeholders, including government institutions, local authorities at national, regional and district levels, INGOs, LNGOs and local communities, as well as other CSOs who are in and out of the operational area.

The situation of these vulnerable households were deteriorated due to the infestation of desert locust affecting livelihoods, persistent long running drought which affected pastoralist and agro-pastoralist, and more recently, the Covid19 pandemic.

SOS Children's villages in partnership with Dutch relief alliance (DRA) is implementing the Somali joint Response Programme (SOS SOMALILAND EMERGENCY PROGRAMME) in Maroodi-Jeex, Sahil and Awdal Regions, targeting most vulnerable households, focusing on the following sectors and modalities: Water, Sanitation and Hygiene (WASH), Food Security and livelihood (Agricultural and Fisheries production, Food Distribution, IGA) Multipurpose Cash (MPC) and Protection.

1.3 Rationale and overall objective of the Case study of SOS Somaliland Emergency Programme on Families Preservation and Children and Youth wellbeing and Protection.

SOS Children's Villages derives its specific mandate to provide assistance in situation of humanitarian crisis from its objectives in Article 2 of the International Statutes of the Federation which enshrines the **"support for vulnerable families and support for people in need in the case of natural disasters or acts of war."**

During humanitarian crises, children and youth are specifically vulnerable, in a different way than adults. Children and youth (<18 years) are particularly exposed to the risk of abuse, exploitation, kidnapping, violence, malnourishment, morbidity etc. These risks are more like to materialise in the absence of one or more caregivers. The underlying assumption is that these Emergency Response Programs promote family preservation and child well-being. Therefore, The objective of the Case Study is to assess the nexus between SOS Somaliland humanitarian project (i.e. FSL, Cash programming, WASH and protection) and the overall mandate of SOS Children's Villages to support children in need and prevent family separation.

2. Instruction to bidders

The bidders are welcome to submit their proposal for **the case study of SOS Children's Villages in Somaliland Emergency Response Programme on family preservation, children and Youth Well-being and Protection**. This bid is open to all national and international suppliers (independent consultants or companies) who are legally constituted and can provide the requested services. The bidder shall bear all costs of the bid; costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents have to be submitted in English. Financial bid needs to be stated in US Dollars.

2.1 Process of Submission of Bids

To facilitate the submission of proposals, the submission duly stamped and signed can be done electronically in PDF format and sent to hr@sos-somaliland.org

The titles of submitted documents should clearly state **"Case study of SOS Children's Villages in Somaliland Emergency Response Program on Family Preservation, children and youth wellbeing and protection"**. Please make sure that the technical and financial proposals are sent in a separate PDF file. During the process of case study, technical bids will be opened and evaluated first. The financial part of those proposals, which are shortlisted after case study of the technical proposal, will be opened in a second step.



2.2 Documents to submit

- Bid submission / identification form
- Previous experience format
- Price schedule form (a separate PDF file)
- Technical proposal
- CVs of the research team member(s) including current geographical location(s)
- Three references (at least two of them must be familiar with your work)
- An example of a recent/relevant research report (if available for public use)

2.3 Deadline for submission

The proposal has to be received by latest on **27 Oct, 2021**. By the end of the day. Proposals received after the deadline will be not be considered.

2.4 Modification and withdrawal of bids

Proposals may be withdrawn on written request prior to the closing date of this invitation. Any corrections or changes must be received prior to the closing date. Changes must be clearly stated in comparison with the original proposal. Failure to do so will be at bidder's own risk and disadvantage.

2.5 Signing of the contract

SOS Children's Villages will inform the successful bidder electronically and will send the contract form within 3 weeks after closure of the bid submission deadline. The successful bidder shall sign and date the contract, and return it to SOS Children's Somaliland within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the bid.

2.6 Rights of SOS Children's Villages

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall case study objectives

2.7 Evaluation of proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR). Bidders may additionally be requested to provide additional information (virtual presentation or phone interview) to SOS Children's Villages Somaliland on the proposed services.

The criteria for selection are:

Method: The proposed research method for specifying the questions and data collection in order to provide evidence based answers is suitable

Timetable/work plan: The timetable/work plan is realistic and meet the needs of the programme

Cost: The cost of the proposal is reasonable and feasible, given the other aspects of the proposal

Experience: The training and experience of the consultants in research and recommendations from organisations for which the consultant(s) has previously worked



3. Terms of Reference

3.1 Objectives of the case study

3.1.1 Objective

The objective of the Case Study is to assess the nexus between SOS Somaliland humanitarian project (i.e. FSL, Cash programming, WASH and protection) and the overall mandate of SOS CVI to support children in need and prevent family separation.

The humanitarian projects of SOS Somaliland focus on the lifesaving, recovery, protection and building to the local community based organizations in the project target locations.

The mandate of SOS Children's Villages is that every child belongs to a family and grows with love, respect and security; SOS Children's Villages in Somaliland has three different care options, Family-Like Care, Foster Family Care, Youth Care and Family Strengthening to prevent family separation.

3.1.2 Two statements are essential in this Case Study:

- i. SOS Children's Villages in Somaliland implements emergency response programmes (ERPs) in a Multi-sectorial Humanitarian assistance.(FSL, Cash programming, WASH and protection)
- ii. The best place for a child to grow in is within a caring family environment. SOS Children's Villages in Somaliland assumes that if, in a setting of a humanitarian crisis, children and young people under 18 years are protected/accompanied by one or more caregivers, these children and young people have a better chance of being spared from distress, lack of food and shelter, exploitation, abuse and violence. As such, it is more likely that they develop as any other child in normal situations.

3.1.3 The assignment:

The case study aims to provide evidence by examining the above two statements. It therefore elaborates the following questions:

- i. To what extent do the multi-sectorial ERP programs of SOS Children's Villages in Somaliland (focussed on food security and livelihoods, Cash programming, WASH and protection) contribute to family preservation and child/youth wellbeing?
- ii. What are the key contributing factors and activities within the ERP interventions that contributes to the family preservation and wellbeing of children and youth (<18 years)?
- iii. What are the best practices, lessons learned and recommendations?
- iv. How can the current approach be adapted to increase impact on family preservation and child/youth wellbeing and protection?

3.1.4 Methodological implications:

Data collection based on:

- Literature and documents (including project proposals, Annual Program Reports and Real Time Review Report) on SOS Children's Villages in Somaliland (list of documents attached)
- Statistics provided by UN, INGOs and Government institutions.
- (Structured) interviews with resource persons (including caregivers, children and youth)
- Interviews with other stakeholders (WVI and SCI)
- TASCO LINGO

Data will be collected in the SOS Children's Villages ERP Project locations:

- Site of the ERP Maroodi-Jeex and Sahil Regions.
 - o Nasahablood A. Malowle, Qalax and Mandheera IDP camps



Target Group

- ERP Beneficiaries from target locations
- Non ERP Beneficiaries (representative for control group)
- FSP Beneficiaries (representative for control group)
- AC Beneficiaries (representative for control group)

Collected data should allow for:

- Comparison between refugee/IDP camps where SOS is intervening and refugee/IDP camps without interventions (as yet).
- Comparison between SOS CV Somaliland and other stakeholders involved in ERP

3.1.5 Scope

The Case study will assess the impact of SOS Somaliland Emergency Programme has on Family preservation and children and youth wellbeing and protection; the Emergency programme consists five main sectors which needs to be appraised:

1. Food Security and Livelihoods
2. Water, Sanitation and Hygiene
3. Protection
4. Multi-Purpose Cash
5. Localization: Working with CBO's

3.2 Work plan and expected deliverables

The case study will be carried out in 3 stages. All steps that lead to deliverables are marked in bold.

Stage 1: Prepare

Undertake all required preparations for the field case study: propose detailed methodology, conduct desk research, identify key informants, plan data collection process, organisation & logistics, and prepare field visit schedule. Submit and secure approval for the refined case study design and methodology in an inception report: document (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools. Preparation of checklists, participant lists and other management/organisational information for data collection.

Stage 2: Conduct

- Facilitate learning during the data collection exercise.
- Collection of data as per the agreed methodology and tools.
- Analysis of the data.

Stage 3: Submit findings

- Preparation of a draft report in English
- Presentation of the findings to the programme staff / national office staff
- After having received feedback from the various stakeholders – finalise the report and submit it in English.

Deliverables:

6. Refinement of case study design and methodology in an inception report
7. 4 change cases narrated from beneficiaries showing Impact
8. First draft of the final report in English
9. Presentation of preliminary results to SOS Children's Villages in Somaliland (face-to-face)
10. Final report

3.3 Report criteria

The case study will result in the concise programme case study report, in English with a maximum length of 20 pages including an Executive Summary. All confidential information should be kept in a separate annex to protect participants. The final report should be provided electronically and in hard copy.

The report format below must be strictly adhered to:

- Cover page
 - Title of case study report
 - Country, programme, date of case study
 - Name of consultant
- Executive summary (*maximum 2 pages; cross-reference pages or paragraphs in the main body*)
 - Evaluated action
 - Purpose and methodology (incl. limitations and challenges)
 - Main conclusions, recommendations, and lessons learned
- Main body
 - The structure of the main body is determined by the desired results
 - For each key conclusion, there should be a corresponding recommendation that is realistic, pragmatic, and operational
- Annexes
 - Terms of Reference
 - List of persons interviewed and sites visited
 - Map of areas covered by the programme

3.4 Qualification of the researcher / research team

The researcher / team of researchers must have:

- a) proven competency (record of previous experiences) in project/programme evaluations, including Research
- b) a good understanding of development work in Somaliland
- c) a good understanding of child rights and issues affecting vulnerable children and their families
- d) good facilitation, organizational and interpersonal skills
- e) proven experience in participatory processes and data collection methods (including age appropriate data collection methods)
- f) strong analytical and conceptual skills
- g) excellent written communication skills

3.5 Logistical arrangements

National or location level staff (SOS) will be available to help organizing the interviews including contacting SOS, announcement and local preparation of case study, linking to community duty bearers and national authorities if required.

3.6 Timetable

The case study will be conducted **October-November, 2021** and final report prepared over a period of **6 weeks** after the case study. The final draft report should be submitted by **30th November, 2021**.

Activities	Dates	Time frame	Location
Prepare case study and submit suggested data collection methods and interview partners to the contracting body (inception report)			
Conduct desk research (general)			
Conduct data collection (interviews ect.)			
Analyse data			
Prepare draft report			
Incorporate feedback and prepare final report and presentation			



3.7 Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages acceptance of the work performed in accordance with the above described deliverables. Financial proposals should include proposed stage payments. Payment will be effected by bank transfer in the currency of billing and is due 30 days after receipt of invoice and acceptance of work.

Funding and Payment: The consultant will be paid by SOS Children's Villages as follows:

The amount is payable **30%** immediately after signing agreement/contract and **70%** upon the successful completion of the assignment and production of relevant documents and reports.

Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by the international project team.

3.8 Notice of delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing about the causes of any such delays within one (1) week from the beginning of the delay.

After receipt of the Contractor's notice of delay, SOS Children's Villages in Somaliland shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

3.9 Copyright and other proprietary rights

SOS Children's Villages shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages.

All materials: plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages and shall be treated as confidential, and shall be delivered only to SOS Children's Villages authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages.

3.10 Termination

SOS Children's Villages reserves the right to terminate without cause this Contract at any time upon forty-five (45) days prior written notice to the Contractor, in which case SOS Children's Villages shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

SOS Children's Villages reserves the right to terminate the contract without any financial obligations in case if the contractor is not meeting its obligations without any prior notice:

- agreed time schedule
- withdrawal or replacement of key personal without obtaining written consent from SOS Children's Villages
- the deliverables do not comply with requirements of ToR



4. Annex

4.1 SOS Children's Villages child protection policy and code of conduct

SOS Children's Villages International has a child protection policy and code of conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

Before the actual start of data collection, a police check is to be provided, in case any direct contact with programme participants and/or any sensitive data is planned.

In addition to the above mentioned, the following key areas for ethical consideration need to be taken into account: <http://childethics.com/ethical%20guidance/>

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.

The successful bidder is requested to obtain written consent from all participants of the case study process and/or their official guardians/representatives (when applicable).



4.2 Bid submission / identification form

This bid form must be completed, signed and returned to SOS Children's Villages. Bids have to reflect the instructions described in the Request for Proposal and Terms of Reference.

Any requests for information regarding this Request for Proposal shall be send to [insert name and email address].

The Undersigned, having read the complete Request for Proposals including all attachments, hereby offers to supply the services specified in the schedule at the price indicated in the Price Schedule Form, in accordance with the Terms of Reference included in this document.

Offering service for: [insert organization and name].

Company/Institution Name/Individual's Name_____

2. Address, Country: _____

3. Telephone: _____ Fax _____ Website_____

4. Date of establishment (for companies): _____

5. Name of Legal Representative (if applicable): _____

6. Contact Person: _____ Email: _____

7. Type of Company: Ltd. Other _____

8. Number of Staff: _____

9. Subsidiaries in the region:

Indicate name of subsidiaries and address

- a) _____
- b) _____
- c) _____

Validity of Offer: valid until:_____

Date

Signature and stamp



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4.3 Previous experience form

Description (services and products provided to the clients relevant to the current RFP)	Client	Contact person/phone, e-mail address	Date of assignment (from/to)



4.4 Price schedule form

The financial proposal needs to include all taxes.

	Activity	Staff involved (indicate profile)	Number of people	Number of days	Daily rate	Total price per row	% of total price
			A	B	C	$D=A \times B \times C$	$E=D/F$
1	Inception Report						
2	Preparation of data collection						
3	Data collection						
4	First draft of the final report						
5	Final report						
	Total Price (F)						100%

This proposal should be authorized, signed and stamped

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:



4.5 Technical proposal (guideline)

Name of Organisation/Firm/Independent Consultant	
Name of contact person for this proposal (for organisation/firm)	
Address:	
Phone/Fax:	
E-mail:	

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Quality and Relevance of Technical Proposal

- Describe all actions related to defining data collection methodology and conducting the baseline study
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

2. Qualification and expertise of or organisation/team of consultants/consultant submitting proposal

- Reputation of firm/organisation and staff and individual consultant/s (competence and reliability) in carrying out research and case studies
- Relevance of:
 - Specialized knowledge
 - Proven expertise in carrying out formative research and case studies
- CVs for key staff