



Request for Proposals

**PERFORMANCE ASSESSMENT OF LOCAL PEACE COMMITTEES IN THE
CENTRAL AFRICAN REPUBLIC**

RFP No. MSSP-KIN-0005

Date: November 18, 2022

Issued by

SoCha, LLC

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www.socha.net

Subject:	Performance Assessment of Local Peace Committees in the Central African Republic
RFP number:	MSSP-KIN-0005
Date of issuance:	November 18, 2022
Type of subcontract:	Firm fixed price
Deadline for intent to bid:	17:00 Kinshasa Time, Thursday, November 24, 2022
Deadline for vendor questions:	17:00 Kinshasa Time, Friday, November 25, 2022
Deadline for SoCha to provide answers:	17:00 Kinshasa Time, Monday, November 28, 2022
Deadline for proposal submission:	17:00 Kinshasa Time, Friday, December 02, 2022
Point of Contact:	Varney Sesay Phone: +243890108518 Email: vsesay@socha.net
Email address for intent to bid, proposal submission and questions	To: mssp_procurement@socha.net Carbon copy (CC): vsesay@socha.net and saza@socha.net

Dear Potential Vendor,

SoCha LLC is pleased to announce this Request for Proposals (RFP) for Performance Assessment of local Peace Committees in the Central African Republic.

SoCha, a U.S. international development firm with offices in Kinshasa and Goma, DRC—is soliciting responses from firms capable of carrying out this evaluation. This RFP in no way commits SoCha to award a contract or to pay for the information provided in a vendor’s response.

This document provides the specifications for the Performance Assessment, the criteria that will be used to evaluate proposals, and instructions for proposal preparation and submission. The annexes contain two attachments: (A) Cost Proposal Narrative Template and (B) Budget Template.

Vendors must declare their intent to bid via email sent to mssp_procurement@socha.net with the subject line **“Intent to bid on RFP No. MSSP-KIN-0005”** by the deadline specified above. SoCha will accept questions via email only up to the deadline for vendor questions specified above. SoCha will provide all vendors who declared their intent to bid with the answers to all questions via email only by the deadline for SoCha to provide answers specified above.

On behalf of SoCha’s entire DROC-based team, we look forward to receiving your proposal by the deadline for proposal submission specified above.

Sincerely,

Varney Sesay

Director of Finance and Administration, SoCha DRC

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1. SOCHA AND MSSP OVERVIEW

SoCha is an international development company based in the United States with field offices in Kinshasa and Goma, the Democratic Republic of Congo. Our name is based on a combination of the words *Social* and *Change*. We provide a variety of professional services to multilateral and bilateral donors, non-governmental organizations (NGOs), and global clients that need analytical and technical services. In the last decade, we've delivered 50 contracts to 17 clients in 28 countries that address global health, economic growth, agriculture and trade, education, biodiversity and climate change, urban programs, women in development, youth, and collaborative partnerships.

SoCha is contracted to provide technical and advisory services to the United States Agency for International Development in the Democratic Republic of Congo (USAID/DRC) and the CAR on the 5-year Mission Strategic Support Program (MSSP). MSSP works to strengthen Mission strategic monitoring, evaluation, and learning (MEL) systems; manage high quality data; provide geo-intelligence; produce rigorous analyses that inform decision making; institutionalize collaborating, learning, and adapting (CLA) practices; expand localization through targeted and deliberate capacity building; generate action-oriented data visualizations and communications; and provide Mission personnel with third-party monitoring in areas they cannot access.

2. BACKGROUND

2.1 Country Context

The Central African Republic (CAR) is a sparsely populated landlocked country with an estimated population of 4.9 million inhabitants. It is one of the least-developed, poorest and fragile countries in the world, ranking 188 out of 189 countries in the 2021 Human Development Index.¹ Despite its immense natural resources, vast mineral deposits and forests, over 60 percent of its population live in poverty.² Since independence in 1960, the CAR has gone through cycles of political instability due to coups, countercoups, and armed rebellions, and seen the deployment of more than a dozen peace operations intended to restore security and build peace.³ The country's post-independence history has been characterized by a succession of authoritarian regimes that came to power through coups d'état or disputed elections which have been associated with mass crimes and serious human rights violations.⁴

2.2 Insecurity in the Central African Republic

In March 2013, the CAR entered a period of unprecedented insecurity and humanitarian crisis, following the brutal overthrow of the government by a rebel coalition.⁴ There are several rebel or militia groups, but the two main armed groups are the Seleka (ex-Seleka) under whose banner the Muslim groups tend to rally, and the Anti-Balaka (Anti AK47 bullet) under which many

¹ UNFPA, World Population Dashboard, 2021 data: Available at: <https://www.unfpa.org/data/world-population/CF>

² World Bank (2022). The World Bank in the Central African Republic. <https://www.worldbank.org/en/country/centralafricanrepublic/overview>

³ Marie-Joëlle Zahar and Delphine Mechoulan, "Peace by Pieces? Local Mediation and Sustainable Peace in the Central African Republic," New York: International Peace Institute, November 2017

⁴ UNDP (2022). Independent Country Program Evaluation-Central African Republic

Christian militias rally.⁵ There are also nomadic Fulani herders, who, while in search for pastoral land, often encroach on farmlands provoking armed conflicts. It must be noted that these groups are not loyal to each other and inter-faction fighting is often the case. The deteriorating security situation and the collapse of the state have led to the crisis spilling over across certain communities of neighboring countries, threatening regional stability.

The security situation in the country remains volatile despite the deployment of UN peacekeeping personnel and the signing of a peace agreement in February 2019 between the government and fourteen armed groups (Khartoum Agreement).⁶ Under the deal, some groups' fighters were to be integrated into the new army units while their leaders were integrated into the government – a move which was welcomed by the international community. Despite this agreement, violence continues with fighting between predominantly Muslim Seleka rebels, anti-balaka militias, and other armed groups which has forced thousands to flee their homes, and many civilians killed. It is estimated that 600,000 civilians have fled to neighboring countries and about 682,000 people are internally displaced.⁷

2.3 Road and Air Transport in the Central African Republic

The road transport network in the CAR covers a total distance of about 24,000 km and only 2.1% of the road network is tarred. The national roads are about 4,500 km long while the regional roads cover about 3,900 km. Many bridges in the country are made of wooden materials and people cross rivers using ferries to reach other parts of the country. The road transport network is poorly maintained with no proper rehabilitation.⁸ During the rainy season, it is very difficult to access some parts of the country due to very poor road conditions.⁹

Air traffic in the CAR is extremely limited and Bangui is the only airport in the country with significant traffic, mainly international connections with some African cities and Paris in France. There are few secondary inland airfields but only a limited number of them are practicable for the aircrafts commonly used for humanitarian transportation by the United Nations Humanitarian Air Services (UNHAS) which operates only one flight per week to certain locations. Except for the UNHAS flights, domestic flights from Bangui to secondary airfields inside the country are rather non-existent.^{10,11} There is often disruption of the service during the rainy season. As a result, landings and take-offs are often delayed or postponed until the rain ceases.

⁵ Dukhan N (2026) The Central African Republic crisis. Birmingham, UK: GSDRC, University of Birmingham.

⁶ ICG (2029). Making the Central African Republic's Latest Peace Agreement Stick. Available at: <https://www.crisisgroup.org/africa/central-africa/central-african-republic/277-making-central-african-republics-latest-peace-agreement-stick>

⁷ HRW (2019). Violence in the Central African Republic. Available at: <https://www.hrw.org/world-report/2020/country-chapters/central-african-republic>

⁸ Logistics Cluster (2022). Central African Republic Road Network. Available at: <https://dlca.logcluster.org/display/public/DLCA/2.3+Central+African+Republic+Road+Network>

⁹ LCA (2022). Central African Republic Humanitarian Background. Available at: <https://dlca.logcluster.org/display/public/DLCA/1.1+Central+African+Republic+Humanitarian+Background>

¹⁰ Logistics Cluster (2022). Programme des vols hebdomadaires provisoire. Available at: <https://logcluster.org/document/rca-programme-des-vols-hebdomadaires-provisoire-01-07-aout-2022>

¹¹ Central African Republic Aviation
file:///C:/Users/Derick%20AKOKU/Downloads/DLCA-2.2CentralAfricanRepublicAviation-310822-2100-296.pdf

2.4 Local Peace Committees in the Central African Republic

Due to the cycle of violence and conflict in the country, the government of the CAR in 2016 officially launched a national program for the establishment of local peace committees (LPCs). These committees coordinated by the Ministry of National Reconciliation were expected to play a crucial role in promoting peace at local level as envisioned by the National Reconciliation Strategy and National Recovery and Peacebuilding Plan (*Plan national de relèvement et de consolidation de la paix*).^{12,13} The LPCs have led community-level reconciliation processes and mediated between local communities and armed groups. The committees are managed by volunteers, who identify conflicts in their communities and work with conflict parties and other local stakeholders to find peaceful and lasting solutions.¹⁴

Over the years, LPCs have been established by the government, donors, and international organizations. It is estimated that there are about 75-100 LPCs in the CAR¹⁵ and these development partners have trained and supported these LPC to develop plans for how their communities can peacefully transform conflicts, safely respond to threats, and work together to reduce their vulnerability to violence.¹⁶ They are also engaged in a wide range of activities, including conflict mediation and mitigation; reconciliation activities to promote social cohesion and raising awareness and fostering peace in their communities.¹⁷

LPCs have a paramount role to play both in maintaining peace and stability in the CAR, and in addressing conflicts that arise because of poor management of natural resources in the country. The committees can contribute to establishing transparent and accountable systems that can lead to the better management of high value natural resources. A more sustainable and inclusive management of the country's natural resources may offer promising pathways to transition from violent conflict to lasting peace.¹⁸ Despite the important role that these committees have played over the past years, little is known about their achievements, approaches, challenges, and constraints that they face.

¹² UN Security Council, Report of the Secretary-General on the Central African Republic, UN Doc. S/2017/94, February 1, 2017.

¹³ See Pillar 1 of the Plan national de relèvement et de consolidation de la paix 2017–2021 : “Un réseau de comités locaux pour la paix et la réconciliation sera créé aux échelons local, régional et national.”. Available at https://eeas.europa.eu/sites/eeas/files/car_main_report-a4-french-web.pdf.

¹⁴ Reconciliation Resources (2022). Local peace cells in the Central African Republic. Available at: <https://www.c-r.org/our-work-in-action/local-peace-cells-central-african-republic>

¹⁵ Scope of Work. USAID/DRC Peace and Security Office.

¹⁶ Invisible Children (2020). Gender-Inclusive Peacebuilding in Central Africa. Available at: <https://invisiblechildren.com/blog/2020/07/14/gender-inclusive-peacebuilding/>

¹⁷ United States Institute for Peace (2019). Peace Committees in Central African Republic

¹⁸ Freudenberger M. (2018). Building Peace in the Diamond Mining Areas of the Central African Republic. Available at: <https://www.tetrattech.com/en/markets/international-development/news-and-impact/insights/building-peace-in-the-diamond-mining-areas-of-the-central-african-republic>

3. OBJECTIVES OF THE CONSULTANCY

The main objectives of the peace committee performance assessment in CAR are:

1. To inform future USAID programming related to LPCs in CAR and potentially elsewhere in the region by providing an independent examination of the achievements, approaches, challenges, and constraints that LPCs have faced to date.
2. Investigate the various ways in which the international community and government of CAR at various levels have supported LPCs to identify successful and cost-effective approaches.

3.1 USERS OF THE ASSESSMENT FINDINGS

The main audience is the USAID/Central Africa Regional platform, along with other USAID Missions and Operating Units (OUs) with an interest in PC programming. The performance assessment will also have relevance for U.S. Embassy Bangui, other donors who may be considering LPC interventions, and other actors who are engaged with LPCs in CAR, including implementing partners, civil society organizations, and community leaders.

4. ASSESSMENT QUESTIONS

The performance assessment will address the following learning questions:

1. **Do the experiences of LPCs in CAR thus far suggest that LPCs provide a viable or sustainable model for advancing peace and reconciliation going forward?**
 - a. To what extent do the LPCs that have been established continue to carry out their basic functions, and to what extent have they ceased to function and why?
 - b. To what extent are LPCs meeting their intended goals and objectives, as perceived by members of their communities and other stakeholders more broadly?
 - i. *Among the various goals and objectives that different LPCs have adopted (e.g., facilitating community engagement in conflict prevention and mediation; economic activities; facilitating the return of internally displaced persons and refugees), which tend to be met more successfully and which tend to be met less successfully?*
 - ii. *What circumstances (with particular attention to fragility) are associated with different types of success?*
 - iii. *To what extent and in what ways have LPCs evolved over time in terms of their objectives and activities, who participates in them, and how successful they are?*
 - c. To what extent did/do LPCs address the issue of increased gender equality and increased women's socio-economic empowerment in target communities?
 - i. *What leadership roles are women playing as peace builders in the CAR*

- ii. *To what extent did/do LPCs address the issue of youth engagement and empowerment?*
- iii. *What roles are youth playing as peace builders?*
- d. How are LPCs perceived by donors and government, and to what extent is this similar or different to how LPCs are perceived in their communities?
- e. What are the major risks facing LPCs?
 - i. *To what extent is the performance of LPCs hampered by the weakness/absence of the state authority?*

2. What are the most effective approaches for donors to engage with PCs?

- a. In what ways have external funders supported LPCs in the past? What kinds of support have been more or less effective- both initially, and from the standpoint of sustaining PCs over time- and under what circumstances? What (if any) generalizable recommendations for supporting LPCs do these experiences suggest?
- b. What (if any) challenges and limitations are LPCs facing that donor support could help to overcome?

5. DESCRIPTION OF THE ASSIGNMENT

The selected subcontractor or Assessment Team shall perform the following tasks and produce the following deliverables:

Table 1: Key tasks and deliverables for the assignment

Key tasks	Deliverables
Desk review of key documents	<ul style="list-style-type: none"> ● 10-page literature review in English summarizing the current state of knowledge of the answers to the assessment questions
Develop data collection tools (KII and FGD guides) for the assessment in French and translate into national or local language (if necessary)	<ul style="list-style-type: none"> ● Key informant interview guides and focus group discussion guides (in French and/ or local language) tailored to the specific stakeholder groups that will participate in the assessment
Develop an Inception Report for the assessment (including methodology, assessment matrix, data collection tools, workplan, security consideration, potential risks and mitigation strategy etc)	<ul style="list-style-type: none"> ● Inception Report in English

<p>Recruit and train qualified interviewers and focus groups discussion (FGD) moderators in the CAR</p>	<ul style="list-style-type: none"> ● List of qualified interviewers and FGD moderators ● Training report with a signed list of participants ● Repartition plan of field data collectors and supervisors by prefecture and/or locations
<p>Liaise with MSSP and organize kick-off meeting with USAID</p>	<ul style="list-style-type: none"> ● PowerPoint Presentation in Google Slide
<p>Conduct pilot testing of data collection tools and revise tools accordingly</p>	<ul style="list-style-type: none"> ● Brief pilot-test report, highlighting any changes in the assessment design, data collection method or tools ● Updated data collection tools based on the pilot-testing
<p>Conduct KIIs and FGDs among selected stakeholder groups in the CAR</p>	<ul style="list-style-type: none"> ● Audio-recordings of all the 24 KIIs and 15 FGDs ● Transcripts of all the 24 KIIs and 15 FGDs in French or the local language
<p>Analyze data collected from the field</p>	<ul style="list-style-type: none"> ● Brief summary of emerging themes and categories generated from the data collected for each assessment question
<p>Develop Draft Assessment Report</p>	<ul style="list-style-type: none"> ● Draft Assessment Report in English with all relevant Annexes
<p>Present preliminary findings during an out-brief workshop with MSSP and USAID team</p>	<ul style="list-style-type: none"> ● PowerPoint presentation of assessment findings in English
<p>Finalize and submit Final Assessment Report</p>	<ul style="list-style-type: none"> ● Final Performance Assessment Report in English (based on USAID format)

6. GEOGRAPHICAL COVERAGE

The subcontractor or Assessment Team will collect data across three prefectures in the CAR. *The prefectures include Mbomou, Haut Mbomou and Basse Kotto.*

7. METHODOLOGY OF THE ASSESSMENT

The subcontractor or Assessment Team will describe a suitable methodology for this assessment which must be consistent with the assessment questions. The main elements of the methodology will be finalized in collaboration with MSSP. During the inception phase, the Assessment Team will develop an assessment matrix to guide the assessment process, with the assessment questions, sub-questions, and data sources. Data for this assessment will be gathered from the following sources and methods:

Documentation (Desk) Review: The Assessment Team will conduct a desk review of key relevant documents. A broad variety of documents will be reviewed, using analysis templates to ensure consistency of evidence extracted. Documents to be consulted will include, but are not limited to government reports, published articles and reports, documents prepared by international NGOs, UN agencies and think-tanks etc. The review of documents will further be considered as a first step towards answering the assessment questions and will allow the team to identify gaps in information that will be addressed during field data collection. This will allow the preliminary findings to be triangulated from other methods.

Interviews with key informants: Key informant interviews (KIIs) will be conducted with relevant stakeholders (see Table 2). However, the Assessment Team should propose a different configuration of stakeholder groups if it provides more relevant data for answering the assessment questions. The aim of these interviews will be to gather data from individuals who have personal knowledge, experiences, beliefs, and opinions about LPCs in the CAR. In the technical proposal, the subcontractor or Assessment Team should describe how they will recruit stakeholders who will participate in the assessment. Data should be collected either through face-to-face interviews or remotely via telephone, Skype, WhatsApp etc. During the inception phase, the Assessment Team will develop semi-structured interview guides which will be tailored for each stakeholder group. Table 2 shows the number of KIIs that will be conducted for each stakeholder group per prefecture.

Table 2: Number of KIIs by stakeholder group per prefecture

Stakeholder group	Prefecture			TOTAL
	Mbomou	Haute Mbomou	Basse Kotto	
Government officials	1	1	1	3
MINUSCA staff	1	1	1	3
Local Peace Committees	2	2	2	6
Civil society organizations	1	1	1	3
USAID funded IPs supporting LPCs in CAR	1	1	1	3
Non-USAID funded IPs supporting LPCs in the CAR	1	1	1	3
Local Armed Groups	1	1	1	3
TOTAL	8	8	8	24

Notes: IP=Implementing Partner. LPC representatives who will participate in the semi-structured interviews will not be invited to take part in the FGDs. Examples of USAID-funded IPs include: Invisible Children, Catholic Relief Services and TetraTech).

Focus Group Discussions: The subcontractor or Assessment Team will conduct focus group discussions (FGDs) with selected stakeholder groups in the CAR. The subcontractor will develop FGDs guides during the inception phase and translate them into other national and local languages. In each selected prefecture, the Assessment Team should identify and purposively select the different stakeholder groups. The configuration of the FGD will be determined in collaboration with MSSP during the inception phase of this assignment. Nevertheless, the Assessment Team should ensure that both USAID-supported and non-USAID supported LPCs participate in the FGDs. Furthermore, women-only FGD should be organized to promote open discussion without men dominating. In addition, youth-led LPCs should also be part of the assessment. Each FGD will consist of between 6-8 participants and must be moderated by a trained facilitator. Gender diversity should be taken into consideration when recruiting participants for the FGDs to ensure that both male and female members of LPCs participate in the assessment. Table 3 summarizes the number of FGDs to be conducted by stakeholder group per prefecture.

Table 3: Estimated number of planned focus group discussions by stakeholder group per prefecture

Stakeholder group	Prefecture			TOTAL
	Mbomou	Haute Mbomou	Basse Kotto	
USAID-supported LPCs committees	1	1	1	3
Non-USAID supported LPCs	1	1	1	3
Civil Society Organizations	1	1	1	3
Youth-led groups	1	1	1	3
Community Leaders	1	1	1	3
TOTAL	5	5	5	15

8. RECRUITMENT & TRAINING OF FIELD DATA COLLECTORS

The subcontractor or Assessment Team will recruit and train interviewers and FGD moderators who will collect data from the different prefectures. These individuals should be recruited locally in the CAR and must be able to communicate in the local language spoken in the prefectures where data will be collected. The subcontractor or Assessment Team should mobilize and recruit only individuals who have prior experience collecting qualitative data and should submit to MSSP a detailed plan for the training of field data collectors.

Field data collectors and supervisors must be trained on all relevant areas required to ensure the successful collection of data. Training will include, but not limited to the objectives of the assessment, review of the data collection tools and stakeholder groups, approaches to collect data through KIIs and FGDs, data storage and security, do no harm principles, ensuring privacy and confidentiality of respondents etc. The Assessment Team should include role plays during the training sessions to ensure that the data collectors understand the roles they will play while in the field.

9. PROPOSED WORK PLAN AND TIMELINE

The period of performance for this assignment is from **January to March 2023**. However, the exact number of days for this assignment will be determined based on the Assessment Team’s implementation plan and the commencement date will be agreed upon in the contract. Table 4 presents a proposed timeline for the assessment.

Table 4. Key tasks and timeline

Key tasks	January 2023				February 2023				March 2023			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Desk review of key documents	■	■	■									
Develop data collection tools (KII and FGD guides)	■	■	■									
Draft inception report		■	■	■								
Recruit and train qualified field data collectors			■	■								
Liaise with MSSP and organize kick-off meeting with USAID				■								
Pilot-testing and revision of tools				■	■	■	■					
Field data collection in the CAR					■	■	■	■				
Data analysis						■	■	■	■			
Develop draft assessment report							■	■	■	■		
Present findings during an out-brief workshop with MSSP and USAID team										■		
Finalize and submit final assessment report											■	

10. ETHICAL CONSIDERATIONS

The subcontractor or Assessment Team will propose a data collection plan that must include procedures to protect the privacy and confidentiality of all respondents. Informed consent (verbal or written) must be obtained from all respondents prior to data collection. MSSP will provide the subcontractor with an informed consent form that will be used.

The Assessment Team is required, to avoid inflicting the dignity of the respondents. Given the sensitive context of the CAR, respect for customs, religious beliefs and gender differences are imperative. All data collected during this assessment and the reports generated will remain the property of MSSP and shall not be used by the Assessment Team for any other purpose.

11. MINIMUM ORGANIZATION AND CONSULTANCY REQUIREMENTS

11.1 Minimum Organization Requirements

The subcontractor is expected to meet the following minimum requirements:

- Legally registered in the CAR to enable the firm to perform the above-mentioned tasks (If Assessment Team, they should have extensive experience working in the CAR)
- Previous experience working with peace committees in the CAR is highly desirable.
- Experience in qualitative and quantitative data collection
- Experience implementing research studies for donor organizations
- Demonstrated ability to organize field logistics and the implementation of quality assurance protocols for data collection.
- Able to mobilize a qualified team having technical skills in qualitative data collection, analysis, and reporting. Team members should be able to communicate in Sango and French.

11.2 Assessment Team

The Assessment Team should be composed of individuals who have technical expertise in designing and implementing qualitative research studies in peace, conflict, and peacebuilding. The Assessment Team should at a minimum be composed of a Team Leader and two Peace & Conflict Researchers. CVs of these key personnel should be attached as an annex in the technical proposal and these individuals must meet the following qualifications, experience, and expertise:

a. Required and preferred qualifications of Assessment Team Leader

- At least a master's degree in Law, Political Sciences, International Relations, Public Policy or a closely related field;
- Have at least eight years of relevant experience in peacebuilding, conflict resolution/transformation, or another relevant field.
- **Be resident in the CAR or must be willing to travel to the CAR to undertake this assignment.**
- Minimum of five years' experience designing and implementing qualitative research in peace and conflict prevention.
- Track record of publications (articles, reports etc) on relevant themes and issues in peace, security, conflict transformation etc.
- Previous experience synthesizing and analyzing large amounts of qualitative data with the ability to produce high-quality reports in English.
- Professional fluency in French, and English is required.

b. Required and preferred qualifications of Peace and Conflict Researcher (X2)

- Minimum of a master's degree in conflict resolution, peace studies, human rights, sociology, international relations, other related social sciences.
- Minimum of 5 years of experience in peace conflict analysis, conflict-sensitive development and/or conflict prevention.
- Previous experience designing data collection tools, designing qualitative and quantitative studies in the area of peace and conflict prevention etc.
- Experience working in the Central Africa Republic is mandatory
- Fluent written and spoken French, English and Sango is required.

12. SECURITY CONSIDERATIONS

The subcontractor or Assessment Team should be able to demonstrate experience managing the complex security environment in the CAR. The Assessment Team should have a clear strategy in place on how to deploy staff to the field especially in both remote and insecure areas in a manner that minimizes risk to field data collectors. The Assessment Team should demonstrate a solid understanding of the realities on the ground in the prefectures where data will be collected and how to operate within the security constraints, mitigating the inherent risks. The Assessment Team must respect all travel advisories and restrictions imposed by the government or other security agencies. The subcontractor should include a security plan for field staff as an annex in their technical proposal.

13. CONFLICT OF INTEREST

The subcontractor or Assessment Team interested in this assignment must not have any existing or future conflict of interest with this assessment. The selected Assessment Team must provide an undertaking that they will not be involved in such conflict of interest during the term of the contract, or such period thereafter as may be mutually agreed between MSSP and the selected firm. The Assessment Team must be able to demonstrate its ability and commitment to ensure its objectivity and impartiality in the performance of the assignment.

14. ORGANIZATIONAL MANAGEMENT OF DATA COLLECTION

MSSP will support the Assessment Team to ensure the effective implementation of the assessment in the following areas:

- Provide a list of relevant documents to the subcontractor for review
- Assist in delivery of training to data collection teams;
- Evaluate progress in field data collection;
- Review, provide substantive comments and approve all deliverables, including the work plan, analytical framework and reports;

- Monitor data collection and provide regular feedback to the subcontractor to ensure that high quality data is collected from the field and on time.

15. SUBMISSION AND EVALUATION OF PROPOSALS

The subcontractor or Assessment Team should submit both a technical and financial proposal. The technical proposal should be concisely presented and address the criteria and sub-criteria below (Table 5). The technical proposal should outline the firm’s technical and managerial capacity to accomplish this assignment. The financial proposal should include a breakdown of all costs inclusive of charges and taxes. The subcontractor or Assessment Team should use the attached template to develop their budget. All proposals will be evaluated based on the quality and cost, considering the following criteria:

Table 5. Criteria for the evaluation of proposals

Criteria and sub-criteria	Points
A. Technical Proposal	
1. Subcontractor/or Assessment Team's experience conducting research and studies in the CAR	10
● Reputation and credibility of the firm/or Assessment Team	3
● Understanding of the assignment and relevance of specialized knowledge and experience on similar assignments conducted in the CAR	7
2. Proposed methodology, approach, and implementation	37
● Detailed description of how the firm/team will recruit respondents who will participate in the assessment	5
● Sampling of respondents and data collection methods	5
● Data transcription	5
● Data analysis	5
● Quality control and quality assurance	4
● Description of reporting	3
● Work plan proposed including whether the tasks are properly sequenced	5
● Demonstration of ability to plan, and effectively accomplish this assignment	5
3. Management structure and key personnel	23
● Team Leader (Qualification & Experience)	10
● Peace & Conflict Researcher-1 (Qualification & Experience)	5
● Peace & Conflict Researcher-2 (Qualification & Experience)	5
● Clearly defined roles and responsibilities of team members	3
B. Financial proposal	
The Financial proposal will only be evaluated if the technical proposal achieves the minimum score of 60%	30

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The proposal with the best overall score based on technical merit and price will be recommended for award of Subcontract. SoCha's evaluation panel will consist of select technical experts who will first evaluate each response for compliance with the Technical Proposal requirements of this RFP.

16. OPERATIONS

The Subcontractor will be responsible for arranging and paying for all logistics related to in-country training, data collection, and data cleaning including, but not limited to, lodging, office space, meeting spaces, internet access and communications, equipment, travel, vehicle rentals, security, drivers, and all payments related to labor performed by Subcontractor staff. All labor and direct costs should be accounted for in the vendor's cost proposal.

17. INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL

Technical Proposals must be written in English or French and submitted in searchable Adobe Acrobat portable document format (.pdf). The file should be clearly marked and submitted as follows: **Performance Assessment of local Peace Committees in the Central African Republic Vendor's Name TECHNICAL Proposal (.pdf)**. There is no page limit for the Technical Proposal; however, the proposal should succinctly address each of the evaluation criteria.

A complete Technical Proposal will consist of components I-VI and the requested annexes assembled in **one** document:

- I. Cover Letter**
- II. Summary of Relevant Work Experience**
- III. Technical Approach**
- IV. Workplan**
- V. Staffing Plan**
- VI. Annexes:**
 - Annex A – Resumes of Proposed Key Personnel**
 - Annex B – Past Performance Information**
 - Annex C – Company Profile**

Additional details for the preparation of Technical Proposals are provided below:

I. Cover Letter – A cover letter must be submitted using the template provided in **Addendum A** to this RFP. The cover letter must include the vendor's **DUNS number**.

II. Summary of Relevant Work Experience – Vendors must describe its relevant work experience in the country or countries where it is proposing to implement the Performance Assessment. Vendors should describe their organizational experience with the following:

- Local staff and facilities

- Managing the implementation of qualitative and quantitative Performance Assessment
- Experience in analyzing large amounts of qualitative and quantitative data
- Adherence to international standards of research ethics when conducting social research studies
- QA/QC and data quality checking and cleaning

IV. **Workplan:** Vendors must submit a detailed workplan, in Gantt form, with their Technical Proposal showing the timeline for completing each of the SOW tasks and program deliverables.

V. **Staffing Plan** – Vendors must describe the technical and managerial team proposed for the implementation of the Performance Assessment. A staffing plan should be submitted using the template provided in **Addendum B** to this RFP that summarizes the titles, names, and roles and responsibilities of proposed team members. Vendors must clarify how many current staff will be used, or how many additional staff may be needed.

VI. **Annexes** (to be submitted as part of the Technical Proposal):

Annex A: Resumes of Proposed Key Personnel – Copies of resumes for any proposed key positions should be included as an annex to the Technical Proposal. If one individual fills more than one of these roles, please state this in the proposal. **Resumes must not exceed three pages per proposed team member.**

Annex B: Past Performance Information - Vendors must submit three (3) relevant past performance citations using the template provided in **Addendum C** of this RFP that outlines projects that best illustrate the vendor’s work experience managing and implementing similar projects. Citations should detail the following:

- Project Title
- Client Name
- Client Point of Contact Name and Telephone Number
- Total Project Cost
- Type of Agreement (e.g., subcontract, grant, purchase order (fixed price, cost reimbursable))
- Location/Place of Performance
- Project Start-End Dates
- Brief Description of Activities

Annex C: Company Profile – Vendors must describe their organization as follows:

- Organizational structure and senior management
- How long it has been in existence
- The organization’s mission and objectives
- How the organization’s mission relates to the proposed activities in the SOW

- Company registration documents:
 - ✓ Notarial Deed of Foundation of your Organization (Statutes & Rules of Procedure)
 - ✓ Acknowledgment of receipt of the request for legal personality, which is worth authorization to practice, issued by the competent Ministry in the country of the activity
 - ✓ Certificate of registration of your company with the competent Ministry in the country of the activity
 - ✓ Approval to practice, issued by your ministry of supervision (varies according to your status)
 - ✓ For Little and Medium Firms (LMF), registration number in the Trade Register
 - ✓ For LMF and non-profit organizations (NGO), tax identification number (IPM in French)
 - ✓ For LMF and NGO, social security registration number (CNSS in French)
 - ✓ For LMF and NGO, professional affiliation number at the National Institute for Professional Formation (INPP in French)
 - ✓ For LMF and NGO, registration number at the national employment office (in French) as applicable
 - ✓ Signed letter from the Board of Directors designating the person(s) authorized by for this contract
 - ✓ Signed letter from the Board of Directors specifying the organization's bank account number and the full details of your bank branch
 - ✓ Tax certificate confirming the absence of a tax debt

18. INSTRUCTIONS FOR PREPARING THE COST PROPOSAL

The Cost Proposal has no page limit and consists of two separate attachments: I) a detailed cost breakdown in Excel with unlocked formulas and II) a budget narrative/justification and supplementary cost information. All files should be clearly marked and submitted as follows:

- I) **Performance Assessment of local Peace Committees in the Central African Republic.**
_Vendor's Name_Detailed Budget (.xls)
- II) **Performance Assessment of local Peace Committees in the Central African Republic.** _
Vendor's Name_Budget Narrative and Cost Information (.pdf)

A complete cost proposal will consist of the following:

- I. **Detailed Cost Breakdown** (Microsoft Excel file with unlocked formulas)
- II. **Budget Narrative/Justification and Cost Information** (assembled in **one** document)
 - a. **Budget Narrative**

b. Cost Information

- Priced Deliverable and Payment Schedule
- NGO Registration or Business Registration Certificate for the proposed country
- Audited Financial Statements
- Financial Capability Questionnaire

Additional details for the preparation of Cost Proposals are provided below:

I. Detailed Cost Breakdown – The detailed cost breakdown must be submitted in **Excel with unlocked formulas using the provided template**. Excel spreadsheets for the cost proposals could be presented in the format each Vendor finds most suitable provided that the spreadsheets are presented in a legible format. A breakdown of summary prices in U.S. Dollars must be included that outlines labor costs per deliverable (by person and daily rate), costs of materials, training, production costs, overhead and other costs (e.g., ground/air transportation). This is required in order to determine cost reasonableness. Please note that the Vendor is responsible for all payments related to field implementation. SoCha personnel do not carry or pay out revenue for legal reasons. Vendor is responsible for any/all costs in the execution of this project. Modifications are only considered when the scope of work changes or some catastrophic event that might otherwise hinder completion occurs. At that time, SoCha will also need to work with the Funder to consider cost increases. Any necessary modifications will be subject to approval of the Funder.

II. Budget Narrative and Cost Information (assembled in **one** document)

a. Budget Narrative/Justification – Vendors must provide sufficient detail and justification for costs deemed necessary to accomplish the proposed survey implementation in one or more countries. Please provide detail and justification for significant items, including salaries, estimated travel expenses, and items that comprise materials and supplies.

b. Cost Information – The following supplementary cost information is to be submitted with the budget narrative in the same document in the following order:

- **Priced Deliverable and Payment Schedule** – Vendors must enter their U.S. Dollar prices using the template provided in **Addendum D** of this RFP for all specified deliverables. Price shall include all labor, other direct costs (materials, etc.), security, and overhead.
- **Audited Financial Statements** – Vendors must provide audited financial statements for the last three years certified by an independent public accountant. If the Vendor does not have audited financial statements, internal financial reports should be submitted.
- **Financial Capability Questionnaire** – Offers must complete the financial capability questionnaire included as **Addendum E** of this RFP.

19. DISCLAIMER AND IMPORTANT NOTICES

This notice does not obligate SoCha to make any awards or otherwise pay for the information provided in the response. SoCha reserves the right to use non-confidential information provided by respondents for any purpose deemed necessary and legally appropriate. Confidential information should be clearly marked confidential. Vendors are advised that SoCha is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted.

It is the Contractor's responsibility to ensure the safety and security of its field teams during the Performance Assessment of local Peace Committees in the Central African Republic. MSSP/SoCha bears no responsibility for the safety and security for the Subcontractor and their staff.

ADDENDUMS

Technical Proposal:

Addendum A: Cover Letter

Addendum B: Staffing Plan

Addendum C: Past Performance Citation Template

Cost Proposal:

Addendum D: Priced Deliverables and Payment Schedule

Addendum E: Financial Capability Questionnaire

Attachment F: Detailed budget template in Excel

ADDENDUM A – COVER LETTER (Technical Proposal)

<Date>.....

TO: SoCha MSSP

To Whom It May Concern:

We, the undersigned, offer to provide the Performance Assessment of local Peace Committees in the Central African Republic in accordance with your Request for Proposals and our Proposal (Technical and Cost). Our attached proposal is for the sum of <Sum in Words (\$0.00 Sum in Figures) >.

Our proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, (i.e., <Expiration date or Validity of Bid >).

We understand you are not bound to accept any proposal you receive.

Sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

DUNS Number:.....

Address:.....

ADDENDUM B - STAFFING PLAN (Technical Proposal)

POSITION	NAME	ROLES AND RESPONSIBILITIES OF TEAM MEMBER
Title (e.g., Project Manager)		

***Resumes (not to exceed three pages per individual) for proposed key personnel should be included as an annex to the Technical Proposal.**

ADDENDUM E – FINANCIAL CAPABILITY QUESTIONNAIRE (Cost Proposal)

The main purpose of this questionnaire is to understand the systems adopted by your institution for financial oversight and accounting of funds.

The questionnaire should be completed by the financial officer of your institution.

SECTION A: General Information

Please complete this section which provides general information on your institution.

Name of Institution: _____

Name and Title of Financial Contact Person: _____

Name of Person Filling out Questionnaire: _____

Mailing Address: _____

Street Address (if different) _____

Telephone, Fax, Email (if applicable) _____

Enter the beginning and ending dates of your institution's fiscal year:

From: (Month, Day) _____ To: (Month, Day) _____

SECTION B: Internal Controls

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with U.S. laws, regulations and your institution's policies; 2) assets are maintained safely and controlled; and 3) accounting records are complete, accurate and maintained on a consistent basis. Please complete the following questions concerning your institution's internal controls.

1. Does your institution maintain a record of how much time employees spend on different projects or activities?

Yes: No:

2. If yes, how?

3. Do you maintain inventory records for your institution's equipment?

Yes: No: (if no, explain)

4. How often do you check actual inventory against inventory records?

5. Are all financial transactions approved by an appropriate official?

Yes:

No:

7. Does your institution use a payment voucher system or some other procedure for the documentation of approval by an appropriate official?

Yes:

No:

8. Does your institution require supporting documentation (such as original receipts) prior to payment for expenditures?

Yes:

No:

9. Does your institution require that such documentation be maintained over a period of time?

Yes:

No:

If yes, how long are such records kept? _____

10. Are different individuals within your institution responsible for approving, disbursing, and accounting of transactions?

Yes:

No:

11. Are the functions of checking the accuracy of your accounts and the daily recording of accounting data performed by different individuals?

Yes:

No:

SECTION C: Fund Control and Accounting Systems

Fund Control essentially means that access to bank accounts and/or other cash assets is limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.

An Accounting System accurately records all financial transactions, and ensures that these transactions are supported by documentation. Some institutions may have computerized accounting systems while others use a manual system to record each transaction in a ledger. In all cases, the expenditure of funds provided by InterMedia must be properly authorized, used for the intended purpose, and recorded in an organized and consistent manner.

1. Does your institution maintain separate accounting of funds for different projects by:

Separate bank accounts:

A fund accounting system:

2. Will any cash from the subcontracts be maintained outside a bank (in petty cash funds, etc.)?

Yes:

No:

If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds.

4. If your institution doesn't have a bank account, how do you ensure that cash is maintained safely?

5. Does your institution have written accounting policies and procedures?

Yes:

No:

6. Are your financial reports prepared on a:

Cash basis: Accrual basis:

7. Is your institution's accounting system capable of recording transactions, including date, amount, and description?

Yes:

No:

9. Is your institution's accounting system designed to detect errors in a timely manner?

Yes:

No:

10. Are reconciliations between bank statements and accounting records performed monthly and reviewed by an appropriate individual?

Yes:

No: