



THE
LUTHERAN
WORLD
FEDERATION

Department
for World Service
member of **oactalliance**

REQUEST FOR QUOTATION

Date: 21 th November 2024	Page: 1 of 1
RFQ Number LWF/SOM/PROT/6828/2024	

Vendor Address:

DF: 6828	Quote deadline: Date: 04.12.2024. Time: 05.00pm	Consignee (delivery address): LWF Kismayu and Dhobley Office	Expected Delivery Date: 1 Month
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Please quote for the item(s) listed below and E-MAIL TO US AT to procurementfollowup.kismayu@lutheranworld.org , Lutheran World Federation, Gitanga copy your mails regarding this RFQs to Procurement.kismayo@lutheranworld.org.

Item No.	Description	Quantity Ordered	Units	Unit Cost Curr: USD	Total Price: Curr: USD
Conduct awareness campaigns on promotion of positive masculinity through performing arts, plays, drama, talk shows, men conferences in Somali communities.					
1	Video Consultancy Service documentary including (editor, camera man, consultant, equipment).	30	Days		
Terms:				Sub Total	
1. Attach Registration Certificates				VAT	0
2. Attach your valid Tax Compliance Certificate				Total Price:	
3. Kindly indicate Delivery and lead times where applicable					
4. Date, stamp and sign (lack of either will be disqualified)					
5. Please read detailed instructions at the back page					
6. ****					
Total Price in Words:					
This Quotation is Valid until..... (Date					

For the Vendor- (Date, Sign, Stamp)		For the LWF Kenya-Somalia: Nairobi Program - (Date, Sign, Stamp)	
Name:	[]	Name:	[Abdifatah Mohamed]
Title:	[]	Title:	[Procurement & Logistics Officer]
Signature:	[]	Signature:	[A.YM]
Date:	[]	Date:	[21/11/2024]

Request for Quotation Conditions

A.1. Acknowledgement

Upon receipt of the Request for Quotation please inform the Buyer if you intend to submit a quotation. Please respond even if negative. Kindly submit your offer [procurementfollowup.kismayu@lutheranworld.org] and copy [procurement.kismayo@lutheranworld.org].

A.2. General

The Supplies to be purchased are for use by the Buyer in the Kenya-Somalia Programme. The supplier can submit a quotation for one, several or all lots.

A.3. Cost of quotation

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Buyer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

A.4. Eligibility and qualification requirements

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts – Ver4 2012.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Buyer, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Buyer of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify that they comply with article 13. "Child Labour and Forced Labour" and article 14 "Mines" of the General Terms and Conditions for Supply Contracts – Ver4 2012 and with the Code of Conduct for Contractors as attached with Local Purchase Order

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Buyer

A.5. Exclusion from award of contracts

Contracts may not be awarded to Suppliers who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Buyer as a condition of participation in the Contract procedure or fail to supply this information.

A.6. Documents comprising the Request for Quotation

The Supplier shall complete and submit the following document with his quotation:

1. The attached completed Quotation Submission Form (Financial Offer on the supplier's letter head where applicable)
2. Clearly indicate VAT Figures where applicable.
3. Clearly indicate Supplier's Pin and VAT Numbers on the quotation
4. Attach valid tax compliance certificates (This help in processing of VAT exemption certificates)
5. Clearly indicate the Lead times per item on the supplier's quotation.

A.7. Price

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract. VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.

Price shall be quoted in Kenya Shillings or the local currency.

For evaluation purpose, where quotations are given in different currencies it shall be converted into EUR at the rate published in info euro website (https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en).

LWF is VAT exempt on goods and while the organization will follow up with the concerned ministry and pay the total amount before tax within a month of receipt of invoice, LWF will not be liable for delays associated with issuance of exemption certificates.

Lutheran World Federation
Department for World Service

Kenya Somalia Program
P.O: Box 40 870, GPO 00100 Nairobi, Kenya

Vendor Date, Sign, Stamp

A.8. Validity

Quotations shall remain valid and open for acceptance for the period indicated by the vendor on the RFQ after the closing date.

A.9. Submission of quotations and closing date

Your offer must bear the company official letterhead and must be received by e-mail to procurementfollowup.kismayu@lutheranworld.org, not later than the closing date and time specified in this document. Any quotations received after that will not be considered.

Quotations must be clearly dated and signed and state the name of company and RFQ reference no. in the subject field and shall be submitted by e-mail to: procurementfollowup.kismayu@lutheranworld.org and copied to procurement.kismayo@lutheranworld.org.

It is your responsibility to obtain a receipt or an e-mail confirmation for a timely submitted offer.

A.10. Administrative Compliance

The Buyer will determine whether the Quotation meets the eligibility requirements, has been properly drafted and signed and is substantially responsive to the Request for Quotation requirements. If a proposal is not substantially responsive i.e. it contains material deviations from or reservations to the terms, conditions and specifications of the Request for Quotation, and/or is not technically responsive, it shall be disregarded, unless the Candidate who has submitted the non-responsive proposal is authorized by the Buyer to re-submit his/her Quotation.

A.11. Award of Contract and Criteria

The Buyer will award the Contract to the supplier whose quotation has been determined to be substantially responsive to the criteria of this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively

The Buyer reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.12. Signature and entry in to force of the Contract

Prior to the expiration of the period of the quotation validity, the Buyer will notify the successful supplier in writing.

Within **5 days** of receipt of the Contract, not yet signed by the Buyer, the successful supplier must sign and date the Contract and return it, to the Buyer. On signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Buyer.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Buyer may consider the acceptance of the quotation to be cancelled without prejudice to the Buyer's right to, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Buyer.

A.13. Cancellation for convenience

The Buyer may for its own convenience and without charge or liability cancel the RFQ at any stage.

Tel. +254 732 818 818 / +254 723 115 737
Visiting address: Gitanga Road, Lavington



TERMS OF REFERENCE (TOR) TO PRODUCE VIDEO DOCUMENTARIES

Project Code	09-094884
Project Name	Gender Responsive SGBV Mitigation in Conflict Affected Regions 2024-2026.
Target Location	Kismayu and Dhobley districts of Jubaland State, Somalia.
Activity Name	Conduct awareness campaign on promotion of positive masculinity through performing arts, plays, drama, talk show, men conference.
Type of the Activity	Documentary
DF Number	6826
Activity Participants	Young men, parents, religious leaders, psychologists, sociologists, educators, women, elderly, men.
Project Phase	Implementation.
Activity Duration Date	11 th of December 2024 -9 th of January 2025.

1. INTRODUCTION AND BACKGROUND

The Lutheran World Federation (LWF) is an international humanitarian organization with a global presence in countries across Africa, Asia, Europe, and Central America. The global headquarters of LWF is in Geneva, Switzerland. At the regional level, LWF is headquartered in Nairobi, Kenya, serving both the Kenya and Somalia country programs. The Lutheran World Federation provides quality humanitarian assistance to displaced and affected communities and focuses on three priority areas: **i) Sustainable Livelihoods, ii) Quality Services, iii) Protection and Social Cohesion**. The Lutheran World Federation (LWF) World Service established a presence in Kismayo, Jubaland State in Somalia in 2017 to create a continuum between its refugee assistance and protection program in Dadaab refugee camps. Since 2017, LWF has been working closely with the relevant Jubaland State Ministries, including the Ministry of Education and Higher Learning (MoEHL), Ministry of Women, Family Affairs, and Human Rights, and the Ministry of Humanitarian Affairs. From 2022, the program embarked on program expansion to implement new projects in Kismayo and areas outside Kismayo, including Dhobley district. More information about the LWF Kenya-Somalia program can be access here. <https://kenyasomalia.lutheranworld.org/>

Project description

LWF-Kenya Somalia Program has recently received funds from the Canadian Lutheran World Relief (CLWR)

to provide holistic, gender-responsive assistance, primarily focusing on the well-being and dignity of those affected by conflict, particularly women and girls. The services include safe spaces, legal support, psychosocial services, and awareness campaigns to address GBV:

- I. **Inadequate access to clean water, sanitation facilities, and hygiene supplies disproportionately affects women and girls, increasing protection concerns.**
- II. **Ensuring private sanitation facilities and addressing MHM needs are essential.**
- III. **Empowering women and girls is central to the protection project, which engages men and boys to challenge harmful gender norms and practices.**

The project will:

☑ Increase access and utilize gender-responsive protection and SGBV response services in conflict-affected and poor host communities in Somalia with a particular emphasis on women and girls. Increase access to safe and improved WASH facilities and services, including sanitation and water infrastructure, among IDPs, returnees, and host communities in Somalia, with a particular emphasis on women and girls in targeted areas.

☑ Increased awareness and adoption of healthy hygiene and sanitation practices among women, men, girls, and boys in Somalia focusing on IDPs, returnees, and host communities.

☑ Increase access and utilization of gender-responsive protection and SGBV response services in conflict-affected and poor host communities.

2. PURPOSE OF THE ASSESSMENT

The overall purpose of this Request for proposal is to identify a prospective bidder (s) to support the development of three documentaries on positive masculinity. The documentaries will highlight real life perspective of manhood in the Somali culture and explore how the society influences and shapes positive expressions of masculinity.

3. OBJECTIVES OF THE ASSIGNMENT

The assignment has the following objectives;

1. Produce a 10-minute documentary to define the meaning of masculinity in the Somali society.
2. Produce a 10-min documentary on the meaning of positive masculinity and the advantage of having male champions who advocate for women.
3. Produce a 30-minute documentary of the role of the society in shaping masculinity; identify the role of school, parents or society in shaping young men's masculinity.

4. SCOPE OF WORK

Duration of the assignment: The consultancy is 30 working days starting from 11th of December 2024 to 9th of January 2025.

Geographical Coverage: The exercise will be carried out in Kismayu district of Jubaland State of

Somalia but might require other states in Somalia depending on the availability of experts.

Target Beneficiary Category and Stakeholders: The consultant will hold interviews with Young men, parents, religious leaders, psychologists, sociologists, educators, women, elderly and men and religious.

5. APPROACH AND METHODOLOGY

The consultant is expected to suggest an approach and methodology that produces creative transcripts and create documentary to capture varies members in the society and bring out an understanding of how the Somali society sees masculinity.

6. RESPONSIBILITIES OF LWF

- Share all relevant project documentation.
- Provide guidance to align the documentaries with the project objective and goals.
- Organize and facilitate meetings with meetings with the identified members of the society.
- Contribute and review transcripts of the project.
- Provide a feedback on the production of the documentaries.

7. DELIVERABLES

The consultant will be responsible for preparing and submitting the following deliverables;

1. An inception report with clear work plan.
2. Produce 3 documentaries as in the objectives of the TOR, transcript in English and Somali with subtitles.
3. Translate the transcript and subtitles in English after completing the Somali version.
4. Provide the raw data.

8. QUALIFICATIONS/ REQUIREMENTS

- The consultant must have a media/ journalism or communication university degree/ Masters, or equivalent qualification.
- Proven experience in producing documentaries.
- Work with modern equipment and updated software for high resolution picture.
- Strong facilitation and communication skills, with experience capturing stories.
- Knowledge of the socio-political context in Somalia.
- Fluency in Somali language is must to interact with the community.

9. SUBMISSIONS

The bid will consist of two parts; technical and financial as follows;

Part A: Technical Proposal

The Technical Proposal shall be straightforward and concise describing how the consultant intends to carry out and satisfy the task as described above. No cost or pricing information is to be included in the technical proposal.

Technical proposals are limited to 15 pages in total. Organizational Information, CVs of proposed personnel, and examples of previous relevant work are to be included in an Annex. Key personnel resumes, dividers and past performance report forms are not included in the page limitation. Bidders are encouraged to provide an Annex, or “portfolio” of samples demonstrating past experience performing similar activities. The Annex can include copies of photographs, other visual representations, and media/social media clippings. The Annex should not exceed 10 pages.

The technical proposal shall be formatted using the following sections:

Technical Approach– *Narrative not to exceed five (5) pages.*

The bidder shall demonstrate his/her understanding, ability, and overall approach to perform the requirements described in the Scope of Work/Tasks/Activities. S/he shall clearly explain how they propose to structure, design, manage and execute the work required that meets LWF objectives.

The Technical Approach must include a timeline or Gantt chart of the deliverables required to execute this project.

Capability Statement - *Narrative – not to exceed two (2) pages.*

The bidder shall demonstrate his/her specialized competence with regard to the requirements of the tasks/activities. S/he shall demonstrate they have the necessary personnel to successfully comply with the contract requirements and accomplish the deliverables.

Past Performance – *Narrative not to exceed five (3) pages.*

The Bidder shall provide at least three (3) examples of past performance of implementing similar projects. The past performance examples must be within the last three (3) years and shall be similar in terms of scale and relevance. S/he must provide references for each example, including the name, title, phone number, and email address of the reference.

Personnel/Staffing – *A narrative not to exceed two (2) pages.*

A summary describing the proposed staff for the project including up to three team members. The summary shall include names, relevant qualifications of similar experience and the proposed role for each individual. A Project Manager must be identified with a minimum of five years’ experience in related project management.

The bidder must also include the CVs of the key staff members involved in the Project, including the Project Managers and up to 3 Team members. Each CV should not exceed three (3) pages.

Part B: Financial Proposal

The bidder shall propose realistic and reasonable costs for this work in accordance with the His/Her technical approach. The cost should be in dollars (USD) and include all applicable local taxation. The financial proposal shall list all costs associated with the assignment.

Items described in the technical proposal but not priced, shall be assumed to be included in the prices of other items.

10. CONSULTANT'S/ FIRMS RATING CRITERIA

This solicitation is open to local firms/ company's registered in Somalia, specializing in measuring learning outcomes and/or education research.

The selected Consultant will be responsible for designing and executing all activities outlined in this Request for Proposal in coordination with LWF.

Proposals will be evaluated using the quality and cost-based selection, with a total score calculated out of 100% of which 60% is the weight of the technical proposal and 40% is the weight of the financial proposal.

Proposals meeting the mandatory requirements will be evaluated for technical merit based on the criteria in the below chart. Those proposals scoring 65 points or higher (out of 80 points) will be considered for cost-effectiveness.

Section	Description	Maximum Points
Technical Approach	Proposed structure, design, and approach to execute the work required, application of ASER tools, analysis and presentation of findings (a high-quality report). (25 points) Detailed work plan and implementation plan.(5 points)	30
Capability Statement	Demonstration of the necessary organizational systems, and personnel to successfully comply with the contract requirements and accomplish the expected results.	10
Past Performance	- Inclusion of at least 3 relevant past performance examples of similar projects. (5 points) - References provided by past clients for these examples and their evaluation of the bidder's ability to deliver on time and within quality and budget expectations. (5 points)	10
Personnel/Staffing	Qualifications and past relevant experience of the Project Manager and up to 3 team members proposed to perform the requirements of this scope of work. (10 points)	10
Technical Evaluation Threshold (Only offers that receive a technical evaluation score of 42 and above points (out of 60) will be considered for cost evaluation.)		
Cost Evaluation	The financial proposal will be evaluated using the following formula: $FS=40*\text{lowest price}/F$, in which FS is the financial score and F is the price of the proposal under consideration.	40
Total Points		100

11. HOW TO APPLY

Interested and qualified consultant(s) should submit their technical proposal and financial proposals to procurement.kismayo@lutheranworld.org with the e-mail subject line clearly marked; "Video Consultancy Service documentary", The deadline for submission of applications is **4th of December 2024 at 5:00 pm Eastern African Time**