



REQUEST FOR PROPOSAL

PROVISION OF CONSULTANCY FOR TRAINING ON STANDARD TREATMENT GUIDELINES (STG)

RFP NO: AO/001/2023/HEALTH/ SHF 25075

AAMIN Organization
Afgooye Street, Opposite Pizza House, Hodan District
P.O Box 234 Mogadishu, Somalia Tel: +252619520460

July 2023

INVITATION TO TENDER

26th July 2023

Dear Sir/Madam

**Subject: PROVISION OF CONSULTANCY FOR TRAINING ON STANDARD TREATMENT GUIDELINES (STG),
RFP NO: AO/001/2023/HEALTH/ SHF 25075**

Aamin Organization is a Not-for-Profit Organization in Somalia established in 2006. AAMIN is engaged in life-saving activities and on improving the livelihoods of Somalia through implementation of the following programs; Food Security, Health, Education, Water, Sanitation and Hygiene (WaSH), Youth-Empowerment Programs and Provision of free Ambulance services to the communities in Somalia.

AAMIN Organization has received financing from Somali Humanitarian Funds (SHF) to implement a health project "Provision of lifesaving primary health care services through fixed health facilities and outreach activities in Kahda". The project will be implemented from 1st June 2023 to 31st June 2024. In that regard, AAMIN invites sealed tender (s) for provision of training on Somalia Standard Guidelines. Bidding will be conducted through the Request for Proposal procedures specified in AAMIN Procurement manual.

Interested eligible bidders may obtain further information from AAMIN organization office and inspect the bidding documents at the address given below, Saturday to Thursday between 0900hrs to 1600hrs except on public Holidays or download from AAMIN organization website <https://aamin.so>. Documents downloaded are free of charge and bidders are advised to forward their particulars/contacts to the procurement manager, Aamin Organization, through the email address info@aamin.so before the closing date for records and for purposes of receiving clarifications and/ or addendums.

Duly completed tender documents should be submitted on or before **20th August, 2023** not later than **16:00 Hours (Mogadishu local time)** at the address mentioned below in a plain, sealed envelope clearly labeled with the tender name and reference number to be deposited in the tender box in the procurement Office of Aamin Organization or by E-mail to procurement@aamin.so. Late Bids will be automatically rejected.

The Procurement Officer
AAMIN Organization
Afgooye Street, Opposite Pizza House, Hodan District
P.O Box 234 Mogadishu, Somalia Tel: +252619520460,
Email: info@aamin.so

AAMIN Organization reserves the right to accept or reject any or all bids without incurring liability to the affected tenderers.

Yours sincerely

Aweis Abdelah Werseme
CEO- AAMIN ORGANIZATION

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2.1 Introduction

2.1.1 The Client named the Appendix to “ITC” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix “ITC” for consulting services required for the assignment named in the said Appendix.

2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal Appendix.

2.1.4 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.6 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate

2.2 Clarification and Amendment of RFP Documents

2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [2] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client’s address indicated in the Appendix “ITC”.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

2.3.2 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm’s organization and an outline of recent experience on assignments of a similar nature.
- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) A detailed description of the proposed methodology,
- (viii) Any additional information requested in Appendix “A”.

2.3.5 The Technical Proposal shall not include any financial information

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D).

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the subconsultants and their personnel, unless Appendix "A" specifies otherwise.

2.4.3 Consultants shall express the price of their services in USD.

2.4.5 The Proposal must remain valid for 30 days after the submission date

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix "ITC". Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened on the date and time specified in the "ITC".

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

| | <u>Points</u> |
|---|---------------|
| a Specific experience of the consultant related to the assignment | (20) |
| B Understanding the Terms of Reference (TOR) | (40) |
| c Qualifications and competence of the key staff for the assignment | (30) |
| D Domestic preference | (10) |
| Total | 100 |

2.8 Opening and Evaluation of Financial Proposal

2.8.1 After Technical Proposal evaluation, the Client shall proceed to open the financial proposals of the consultants who have secured the minimum qualifying mark, or were considered responsive to the RFP and Terms of Reference. The Client shall not open the financial proposals of those bidders those consultants whose proposals did not meet the minimum qualifying mark

2.9 Negotiations

2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".

2.10.3 To qualify for contract awards, the tenderer shall have the following:

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

(d) Shall not be debarred from participating in public procurement.

2.11 Termination

2.11.1 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.11.2 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.12 Confidentiality

2.12.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.13 Corrupt or fraudulent practices

2.13.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.13.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.13.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future procurement with AAMIN.

SECTION II: APPENDIX TO INFORMATION TO CONSULTANTS (ITC)

| # | ITT reference clause | Particulars |
|----------|--|--|
| 1. | The name of the Client is: | Aamin organization |
| 2. | Name of assignment | Provision of Consultancy for Training on Standard Treatment Guidelines (STG) RFP No: AO/001/2023/HEALTH/ SHF 25075 |
| 3. | The method of selection is: QCBS: | Quality Cost Based Selection (QCBS) |
| 4. | Technical and Financial Proposals are required | Yes |
| 5. | Clarifications | There will be NO Pre-bid meeting. However, bidders are invited to submit any queries on or requests for clarification in writing (e-mail accepted). All queries should be addressed to the address below and received on or before 20th August 2023: Procurement Officer AAMIN ORGANIZATION Office Email: procurement@aamin.so |
| 6. | The estimated number of professional staff days required for the assignment is | 5 days |
| 7. | The minimum required experience of proposed professional staff | as provided in terms of reference (see terms of reference) |
| 8. | Currency | The currency of the tender must be in US Dollars |
| 9. | Mandatory requirements | <ul style="list-style-type: none"> • Incorporation certificate (for a firm) • Identification Card (For Individuals) • Tax Compliance certificate • Fully filled and stamped Declaration form |
| 10. | Language | The language of all correspondence and documents related to the tender is English |
| 11. | Preparation and submission of the Tender | Required number of copies of the tender: 1 original Tenderers may submit their tenders in sealed envelopes indicating the name of the tender and the tender number and addressed to: The Procurement Officer AAMIN Organization Afgooye Street, Opposite Pizza House, Hodan District P.O Box 234 Mogadishu, Somalia Tel: +252619520460, Or |

| | | |
|-----|------------------|--|
| | | <p>Electronically through Email: procurement@aamin.so and Copied to info@aamin.so. The subject of the email will be the tender name and reference number.</p> <p>All Bids MUST be received to the address above by 4:00 PM on 20th August 2023 and deposited in the tender box located in AAMIN procurement office.</p> <p><i>If the envelope is not sealed and marked as instructed above, AAMIN ORGANIZATION will assume no responsibility for the misplaced or premature opening of the tender. A tender opened prematurely for this cause will be rejected by the client and returned to the tenderer.</i></p> |
| 12. | Late submissions | Tenders, which are not delivered by 4:00 PM on the closing date will be treated as late tenders and shall not be accepted. |
| 13. | Tender Opening | There will be no tender opening. |

SECTION III: TERMS OF REFERENCE

3.1 About AAMIN

Aamin Organization is a Not-for-Profit Organization in Somalia established in 2006 by Somalia professionals to address important sectors for the livelihood of the Somali community including Food, Health, Education and Water and Youth Livelihood programs as well to enable them seek and secure sustainable jobs and employment that has equitable access to all opportunities. The organization has experienced exponential growth and currently employs 48 full time staff.

AAMIN is also engaged in provision of free ambulance services to the communities in Somalia. Aamin provides the ambulance service in Benadir, Middle Shebele, Lower Shebelle, Hiran and Galgadud Regions of Somalia. The free ambulance service was initiated in response to lack of a stable and reliable health emergency response service in Mogadishu. AAMIN first introduced and implemented the Ambulance service in Mogadishu and Af-goi corridor and received positive response from the communities. Currently AAMIN has the largest single fleet of ambulances (16 ambulances) with unparalleled record of quick response to health emergencies. Our modernized communication network is equipped with the latest system and covers the remotest and hard to reach areas in Mogadishu.

3.2 Background

AAMIN Organization has received finances from Somali Humanitarian Funds (SHF) to implement a health project “Provision of lifesaving primary health care services through fixed health facilities and outreach activities in Kahda”. As part of ensuring that health care services are provided in line with the Essential Package of Health Services (EPHS) Somalia, 2020. AAMIN intends to train health staff on the Somalia Standard Treatment Guidelines (STG).

Aamin is thus seeking the services of a consultant trainer with significant Somali experience to provide high quality and practical training.

3.3 Objective

The training will equip participants with rational management, treatment and use of medicines at the primary health care level by diagnosing and prescribing the treatment aspects of diseases commonly encountered in Somalia.

3.4 Specific objectives

The training will cover the treatment guidelines concerning bacterial infections, dental and oral diseases, emergencies and trauma, eye conditions, gastrointestinal diseases, nutritional disorders, obstetrics and gynecology, parasitic diseases, respiratory infections, Syndromic management of sexually transmitted infections, skin conditions, viral infections.

3.5 Scope

The services to be provided by the trainer include;

1. Develop training modules and curriculum and present to AAMIN for concurrence. The training content should also be accessible to all the levels of the learners.
2. Conduct formative and summative training assessments
3. Provide learner support through remedial action to learners that are deemed not yet competent to enable them to achieve competency and be certified
4. Conduct theoretical and practical training to the participants

5. Conduct training in the identified training venues in Mogadishu
6. Prepare and submit training report immediately after training. The trainer will maintain and submit copies of attendance registers along with the report as an attachment.

3.6 Period and Number of Participants

The training will be for a period of **5 days**. The number of participants will be **Twenty (20)**.

3.7 Methodology and Approach

The training will follow a blended learning approach which includes but not limited to:

- Presentation slides
- Case studies
- Interactive activities
- Pre- and post-tests

4.8 Experience of the consultant in carrying out related project

The consultancy firm must have been in existence for the last three (3) years. The firm/individual must provide proof of having undertaken at least one (1) similar assignment. The firm/individual will also be required to provide at least one reference letter/LPO/contract from the client(s) they have worked for within the last 3 years.

4.8 Qualification and competence of the personnel proposed

Aamin will identify a competent consultant (firm/individual) to this short assignment with a team possessing the following minimum qualifications:

- Holder of Bachelor's degree or Master's degree in Public Health, Epidemiology, Medicine, or a related field from an accredited university
- Have a minimum three (3) years' experience in undertaking similar assignments/training
- Have excellent communication skills, with ability to express ideas clearly, concisely and effectively both oral and in writing.
- At least 3 years of previous experience in providing services to displaced populations, migrants, refugees, or conflict affected populations.
- Proven experience in the field of delivering or developing training design modules or manuals.
- Demonstrated experience in the development of training curricula and solid understanding of adult learning principles.

4.9 Expected deliverable

All deliverables will be completed with guidance, input and feedback from the Project Manager or designate.

The following outputs are expected:

- Detailed work plan for undertaking the assessment and delivery of the trainings.
- Debrief session with the organization programme management/staff on the findings.
- Draft and Final Training Report including the training manual.

SECTION IV: EVALUATION CRITERIA

A) Preliminary Examination

All Bids Submitted shall be subjected to a technical Evaluation based on the requirements listed below.

| # | Mandatory Requirements | Pass/Fail |
|----|---|-----------|
| 1. | Duly Completed Bidder Information Form – Form A | |
| 2. | Tax Compliance Certificate | |
| 3. | Certificate of Incorporation/Registration (Firms) | |
| 4. | Identification Documents (ID/Passpor) for Individuals | |
| 5. | Signed and stamped tender declaration- form C | |

NOTE: Failure to comply with Mandatory requirements will lead to disqualification. Only bidders who are successful at this stage will proceed to the next stage of evaluation.

B) Technical Evaluation

| # | Criteria | Marks |
|---|---|-------|
| 1 | Experience of firm/Individual The Bidder to provide at least ONE reference letter/certificate of completion/contract/PO from previous/Current Clients duly signed and stamped for provision of similar Assignment | 20 |
| 2 | Qualifications of proposed staff for assignment: <ol style="list-style-type: none"> 1) Team leader: Holder of Bachelor's degree or Master's degree in Public Health, Epidemiology, Medicine, or a related field from an accredited university 2) At least 3 years of previous experience in providing services to displaced populations, migrants, refugees, or conflict affected populations. 3) Demonstrated experience in the development of training curricula and solid understanding of adult learning principles. (Below Masters = 0 mark) | 15 |
| | CV detailing years of experience in undertaking similar assignments 3+ years = full marks 1-2 years = 5 Marks (Below 1 years= 0 marks) | 15 |
| 3 | 4) Other staff: At least undergraduate qualifications CV detailing years of experience in staff recruitment 1+ years = full marks (Below 1 years= 0 marks) | 5 |
| | | 5 |
| 4 | Methodology of undertaking the assignment | 20 |
| 5 | Domestic preference: <ul style="list-style-type: none"> • Experience in Somalia | 20 |

| | | |
|--|--|-----|
| | <ul style="list-style-type: none"> • Having over 50% of the team being Somali Nationals | |
| | Total | 100 |
| | Weight of Technical Evaluation | 80 |

NOTE: *Only bidders who have passed 60% at this stage will proceed to financial evaluation.*

C) Financial Evaluation (weight = 20)

Bidders who are successful at preceding stages of evaluation will have their prices compared and award recommended to the lowest evaluated responsive bid. The financial score will be computed as follows;

$$\text{Financial Score} = \frac{\text{Lowest priced bid} \times 20}{\text{Price of the bid being considered}}$$

SECTION V: TECHNICAL PROPOSAL

Notes in preparing Technical Proposal

4.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP.

4.2 The technical proposal shall provide all required information and any necessary additional information as follows;

1. **Methodology:** The consultant will prepare a detailed methodology of how they are going to undertake the training. This will include approaches they will use based on their understanding of the Terms of reference.
2. **Firms References:** The Consultant (Firm/Individual) will indicate the clients they have provided similar activities in the last 3 years. The information to be provided include;
 - Name of the client
 - Description/name of the assignment
 - Year of completion
 - Value of the contract
3. **Curriculum Vitae of Staff:** The consultant shall provide updated CVs of personnel with the following qualification(s):
 - Holder of Bachelor's degree or Master's degree in Public Health, Epidemiology, Medicine, or a related field from an accredited university
 - Have a minimum three (3) years' experience in undertaking similar assignments/training
 - Have excellent communication skills, with ability to express ideas clearly, concisely and effectively both oral and in writing.
 - At least 3 years of previous experience in providing services to displaced populations, migrants, refugees, or conflict affected populations.
 - Proven experience in the field of delivering or developing training design modules or manuals.
 - Demonstrated experience in the development of training curricula and solid understanding of adult learning principles.

Note: The Technical Proposal shall not include any financial information.

SECTION VI: FINANCIAL PROPOSAL

Notes on preparation of Financial proposal

- 5.1 The financial proposal prepared by the consultant should list the costs associated with the assignment. Three costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc. as may be applicable.
- 5.2 The financial proposal shall be in USD
- 5.3 The financial proposal shall be prepared based on the format below;

| Item | Price (USD) |
|---------------------|--------------------|
| Remuneration | |
| Reimbursable Costs | |
| Miscellaneous costs | |
| Tax | |
| Total | |

- 5.4 The total price shall be transferred to the Form of Tender (Form B)

SECTION VII: STANDARD FORMS

FORM A: BIDDER INFORMATION FORM

Name of Bidder: _____ Date: _____
 Name of Tender: _____
 Tender Ref: _____

| | |
|--|---|
| Legal name of Bidder | |
| Legal address | |
| Year of registration | |
| Bidder's Authorized Representative Information | Name: Title: Telephone numbers: Email: |
| Countries of operation | |
| No. of full-time employees | |
| Contact person that AAMIN may contact for requests for clarifications during Bid evaluation | Name: Title: Telephone numbers: Email: |
| Please attach the following documents: [As per Section IV – Evaluation Criteria] | <ul style="list-style-type: none"> • Tax Compliance Certificate • Certificate of Incorporation/Registration (Firms) • Identification Documents (ID/Passpor) for Individuals • Signed and stamped tender declaration- form C |

FORM B– FORM OF TENDER

Tender No: **AO/001/2023/HEALTH/ SHF 25075**

Tender Name: **Provision of Consultancy for Training on Standard Treatment Guidelines (STG)**

AAMIN Organization

**Afgooye Street, Opposite Pizza House, Hodan District
P.O Box 234 Mogadishu,
Somalia Tel: +252619520460,**

Dear Sir or Madam,

Having examined the tender documents, we, the undersigned, offer to supply essential drugs, medical consumables Laboratory Equipment and Reagent in conformity with the said tender documents for the sum of (Insert total tender amount in figures and in words)

.....
.....

1. We will grant a discount of (0%), or {.....} of overall price in the event of being awarded this tender or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Instruction to Tenderers.
3. We agree to abide by this Tender for a period of 60 days from the date fixed for tender opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
5. We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, AAMIN ORGANIZATION reserves the right to terminate the contract with immediate effect.
6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this day of 20..... Signed.....

In the capacity of **[insert: title or position]**

Duly authorized to sign tender for and on behalf of [insert: name of tenderer]

FORM C- TENDER DECLARATION FORM

| Item | Question | Bidder Response |
|------|---|-----------------|
| | | Yes/No |
| 1 | Supplier accepts Aamin Terms and condition of Purchase process and that any work awarded from this tender process will be completed as per the Terms of Reference | |
| 2 | The Supplier and its staff (and any sub-contractors used) agree to comply with Aamin policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded. Please find the Aamin policies from: www.aamin.so | |
| | Codes of Conduct: | |
| | Bribery and Corruption | |
| | Whistle blowing policy | |
| | Child protection policy | |
| 3 | The supplier confirms that it is not on any prohibited parties or Government Blacklist. | |

Name of duly authorized person to sign for and on behalf of the Tenderer.....

Designation of the duly authorized person.....

Signature of the duly authorized person.....

FORM D - PAST EXPERIENCES

Provide a brief summary of previous work (*attach LPO or contract Award letter*) for at least two clients

| # | Name of Client (Organization) | Client Contact Person (Name, Title, Telephone Number and Email address) | Description of Service | Value of Contract |
|---|----------------------------------|---|---------------------------|-------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |