

Request for Proposal:

Technical Assessment of Infrastructure Projects

Reference No.: NURI/2022.01



Preface

This Request for Proposal (RFP) has been prepared by NURI Coordination Function (NURI CF) for outsourcing of required Consultancy Services.

Engaging in this RFP, the Bidder shall get acquainted with Part 1, the Proposal Procedure; Part 2, the Bidding Forms; and Part 3, the Terms of Reference.

The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder shall notify NURI CF to have such errors considered.

The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. NURI CF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

Part 1: Proposal Procedure

A. Preparation of the Technical Proposal:

The technical proposal shall include the following documents and information:

1. The Technical Proposal Submission Form A (see Part 2);
2. An outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the duration of the assignment, contract amount and the consultant's involvement;
3. Any comments or suggestions to the Terms of Reference (see Part 3);
4. A description of the methodology for performing the services;
5. CV's recently signed by each of the Experts proposed for the assignment by the Bidder and the degree of responsibility held in the various assignments;
6. Activity (work) plan and time schedule in consideration to the man days available for this assignment;
7. Documentary evidence to support the proposal.

The Technical proposal may not include any financial information.

B. Preparation of the Financial Proposal:

The financial proposal shall include the following documents and information:

1. The Financial Proposal Submission Form B (see Part 2);
2. A copy of the quoted lump sum amount in **Uganda Shillings** (Form C) showing all the cost for the assignment, breakdown into fees, reimbursables and miscellaneous costs; and summary of the total costs for the assignment inclusive of all applicable taxes (see Part 2);
3. The Bidder shall be liable for all local taxes applicable to this assignment.

Any output and activities described in the Technical Proposal but not explicitly quoted in the Financial Proposal shall be assumed to be included in the quotes for other activities or items as well as in the final total quoted amount.

C. Only one Proposal:

The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

1. They have at least one controlling partner, director or shareholder in common; or
2. any one of them receive or have received any direct or indirect subsidy from the other/s; or
3. they have the same legal representative for the purposes of this RFP; or
4. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of another Bidder regarding this RFP;
5. they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or
6. some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received as per this RFP. This condition relating to the personnel does not apply to subcontractors being included in more than one Proposal.

D. Submission of Proposal

Electronic submission by e-mail is required.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE** and clearly labelled: "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". The Financial Proposal (Form B: Financial Proposal Submission Form) shall be protected with a password.

The password for opening the Financial Proposal shall be provided only upon request of NURI CF. NURI CF will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. The file must be sent to procurement@nuri.ag and in PDF format only.

All files must be free of viruses and not corrupted.

The Technical and the Financial Proposal must be submitted not later than **Tuesday 15th March 2022 at 17:00hrs East African time.**

Proposal shall be addressed to:

NURI-CF Procurement Team
P. O. Box 29851
Kampala

and signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.

E. Prebid meeting

No Prebid meeting will be organized, however bidders may raise, in writing, clarifications of proposal and submit electronically the queries through the e-mail address provided in section D above.

NURI CF shall endeavor to provide its responses to clarifications in an expeditious manner but any delay in such response shall not cause an obligation on the part of NURI CF to extend the submission date of the Proposals, unless NURI CF deems that such an extension is justified and necessary. Deadline for receiving clarifications shall be one week prior to bid submission date.

F. Proposal opening

There is no public bid opening for RFP's. NURI CF shall open the Proposals in the presence of an ad-hoc committee formed by NURI CF consisting of at least three (3) members.

G. Other provisions

S/n	Data required	Specific instruction / Requirements
1	Proposal validity period shall be	90 calendar days
2	Advance payment upon contract signing	Not permitted
3	Bid security and performance bond	Not required
4	Expected date for commencement of Contract	15 th April 2022
5	Liquidated Damages	Will not be imposed
6	Manner of disseminating supplemental information to the RFP and responses/clarifications to queries	Direct communication to prospective Bidders by email
7	Payment provision	Payment will be made only upon NURI CF's acceptance of the work performed. The terms of payment will be within fourteen (14) days after receipt of invoice and certification of acceptance of work issued by Program Management Advisor (PMA). Payment will be done by bank transfer in the currency of contract.

H. Evaluation of Proposals

The evaluation of proposals received will apply the Quality and Cost Based Selection (QCBS) methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined in I below) and administrative compliance to this RFP on pass / fail basis;
2. Detailed evaluation to assess:
 - Responsiveness to the terms and conditions of this RFP document; and
 - the technical quality of proposals against the criteria defined in J below to determine the technical score for the proposal and to determine whether the proposal reaches the minimum technical scores given in J below; and if pass
3. Financial comparison to determine the financial score of the proposal; and to weight the technical and financial scores to determine the total score of the proposal.

If the proposal fails at any stage, it will be eliminated and not considered in any subsequent stages.

I. Eligibility Criteria and Documents evidencing eligibility

The Bidders are required to meet the following criteria and avail the necessary documents evidencing eligibility:

S/No.	Eligibility Criteria	Documents evidencing eligibility
1	Have legal capacity to enter into a contract	A certificate of incorporation/registration showing that the Bidder is duly incorporated and separate from the owners or its equivalent AND A Registered Power of Attorney specific to this assignment AND A valid trading licence
2	The entity has fulfilled the obligation to pay taxes	Tax clearance certificate or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
3	Not to be insolvent, in receivership, bankrupt or in the process of being wound up or subject to legal proceedings for any of these circumstances	Copies of the audited financial statements (last three years) and financial standing (annual turnover for the last 3 years) including latest credit rating (if any)
4	Not have a conflict of interest in relation to this proposal procedure	A signed declaration by the Bidder for compliance to this criterion by the authorized person

J. Technical Criteria

Proposals shall be scored out of the maximum number of points indicated below for each of the following criteria:

Section 1: Bidder's qualification, capacity and experience.		Points obtainable
1.1	Reputation of Bidder, industry standing and staff credibility	5
1.2	General organizational capability which is likely to affect implementation: Management structure, financial stability and project financing capacity, project management controls	5
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country. At least 2 projects in the last 5 years.	5
1.4	Quality assurance procedures and risk mitigation measures	5
Total Section 1		20

Section 2: Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	10
2.2	Description of the Bidder's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	20
2.3	Details on how the different service elements shall be organized, controlled, and delivered	5
2.4	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	5
Total Section 2		40

Section 3: Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	20
3.2	Qualifications of key personnel proposed	
3.2a	Rural Infrastructure Specialist	10
	- At last holder of bachelor's degree in civil engineering with 15 years of planning, design and contract supervision	5 points

	- At least 8 years of experience in technical assessment / value for money audits of rural infrastructures or assignment of similar nature	5 points	
3.2b	Water Resource Management Specialist		10
	- At last holder of bachelor's degree in water engineering with 15 years of planning, design and contract supervision	5 points	
	- At least 8 years of experience in technical assessment / value for money audits of rural infrastructures or assignment of similar nature	5 points	
Total Section 3			40
Grand Total (sections 1+2+3)			100 points

The minimum technical score required to pass the technical evaluation is **75 points**

K. Financial Criteria

A financial comparison will be conducted using the following methods where specified. The lowest financial proposal (F_m) shall be given a financial score (S_f) of 100 points. The financial scores of the proposal shall be computed as follows:

$$S_f = 100 \times \frac{F_m}{F}$$

in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (S_t) and financial S_f scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal: the total scores, $S = S_t * T\% + S_f * P\%$. Total scores shall be determined using a weighting of 80% for the technical proposal and a weighting of 20% for the financial proposal.

L. Nonconformities, Reparable Errors and Omission

1. Provided that a proposal is substantially responsive, NURI CF may waive any nonconformities or omissions in the proposal that, in the opinion of NURI CF, do not constitute a material deviation.
2. NURI CF may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial, nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the Bidder to comply with the request may result in the rejection of its proposal.
3. For the Financial Proposal that has been opened, NURI CF shall check and correct arithmetical errors as follows:
 - i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of NURI CF there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and

- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

If the Bidder does not accept the correction of errors made by NURI CF, its proposal shall be rejected.

Best Evaluated Bid:

The best evaluated bid shall be the proposal with the highest combined technical and financial score and shall be recommended for award of contract.

Award of contract:

Award of contract shall be by notification. The Bidder shall be expected to submit a bid acceptance prior to contract signing.

Part 2: Bidding Forms

Form A: Technical Proposal Submission Form

Proposal addressed to	
Date of technical proposal	
Reference number for the proposal	NURI/2022.01
Subject of procurement	

We, the undersigned, offer to provide the services for [*Insert Title of services*] in accordance with your Request for Proposal No. [*Insert RFP Reference Number*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a. have no conflict of interest in accordance with Instruction to Bidders
- b. have not been suspended, debarred, sanctioned or otherwise identified as ineligible
- c. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- d. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practices.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.

We offer to provide services in conformity with the Bidding documents and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [*Insert Name of Bidder*] to sign this Proposal and bind it should NURI CF accept this Proposal.

Name: _____

Title: _____

Signature: _____

Date: _____

[Stamp with official stamp of the Bidder]

Form B: Financial Proposal Submission Form

Proposal addressed to	
Date of technical proposal	
Reference number for the proposal	NURI/2022.01
Subject of procurement	

We, the undersigned, offer to provide the services for *[Insert Title of services]* in accordance with your Request for Proposal No. *[Insert RFP Reference Number]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

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

Name: _____

Title: _____

Signature: _____

Date: _____

[Stamp with official stamp of the Bidder]

Form C: Breakdown of Lump Sum Price

Proposal addressed to	
Date of technical proposal	
Reference number for the proposal	NURI/2022.01
Subject of procurement	

Currency of Cost: **UGX**

FEES				
Name and position of personnel	Input Quantity	Unit of Input	Rate	Total Price
Total:				

Reimbursable and Miscellaneous Costs				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Total:				

Part 3: Terms of Reference

1. Background

NURI (Northern Uganda Resilience Initiative) is one of eight development engagements under the Denmark-Uganda Country Programme 2018–2022. The Country Programme aims to contribute to poverty reduction through inclusive and sustainable economic growth, promoting democracy, good governance and human rights and support Uganda's stabilising role in the region.

The Country Program is divided into two Thematic Objectives; UPSIDE (Uganda Programme for Sustainable and Inclusive Development of the Economy) and UPGRADE (Uganda Programme for Governance, Rights, Accountability and Democracy).

NURI is one of three Development Engagements under UPSIDE and contributes to the objective of sustainable and inclusive economic growth. The Danish contribution to NURI for the period 2018-2022 is DKK 325 million, with one output area starting in 2018, and two output areas starting in 2019.

The objective of NURI at outcome level is enhanced resilience and equitable economic development in supported areas of Northern Uganda, including for refugees and refugee-hosting communities. NURI pursues this objective by supporting activities in climate smart agriculture, rural infrastructure, and water resources management. Activities in support of agriculture focus on improving farmers' knowledge on climate-smart production methods, as well as their understanding of and ability to engage with markets and services. Support to rural infrastructure and water resource management are in those areas that contribute to agriculture sector outcomes, particularly access to markets and improving water resource management within the landscape. In order to support Uganda's progressive refugee policy and the CRRF, refugees and their host communities are among the beneficiaries in those NURI districts hosting refugee settlements.

Geographically the programme covers 13 districts and a number of refugee settlements in the West Nile and Acholi Sub Regions of Northern Uganda. Initially the coverage was 9 districts and 6 settlements, however in July 2019, the districts of Madi-Okollo and Obongi were gazetted and operationalised and in March 2020 an MoU was signed for the inclusion of Koboko district. The districts are now Agago, Kitgum and Lamwo in Acholi sub region and Arua, Madi-Okollo, Terego, Pakwach, Nebbi, Zombo, Koboko, Moyo, Obongi and Adjumani in West Nile sub region. NURI works with a number of refugee settlements within these districts. The selected settlements are Rhino Camp and Imvepi Refugee Settlement (added in 2020) in Madi-Okollo and Terego Districts respectively, Palorinya Refugee Settlement in Obongi District, Maaji and Mungula settlements in Adjumani District and Palabek Refugee Settlement in Lamwo District.

2. Purpose

The purpose of this assignment is to conduct technical audit of a sample of the infrastructure projects implemented by Danish Refugee Council (DRC) under NURI's activities in support of rural infrastructure and water resource management.

The current task is for a single round of field visits and assessment, but may be repeated at intervals as per the requirements of NURI CF.

3. Objective

The specific objective of this assignment is to achieve the following:

- a) Assess quality and sustainability of a sample of rural and water infrastructure works implemented by DRC under the NURI programme and make recommendations for improvement.
- b) To evaluate the existence and effectiveness of internal quality controls, which are required for application of sound engineering principles and practices and make recommendations that strengthen the planning, implementation and commissioning processes of on-going works.
- c) Assess safety measures instituted during and after project implementation and make recommendations for improvements

4. Scope of works

The following detailed tasks will be undertaken:

- a) Review of NURI documents, including rural infrastructure / water resource management manuals and progress reports
- b) Field assessment of infrastructure projects in six districts (Zombo, Madi Okollo, Koboko, Adjumani, Obongi and Lamwo) and 3 settlements of (Palabek, Olua 1 and Mungula 2).
- c) Consult with Engineering Department staff of the district local governments visited as well as with DRC field offices in the regions and districts
- d) Engage with target communities and carry out focus group discussion on community participation during implementations and sustainability of NURI projects.
- e) Assess adequacy of RI and WRM manuals in compliance to the guidelines from the Ministry of Works and the Ministry of Water and Environment
- f) Assess involvement of implementing partners and make recommendations

5. Methodology

This section should demonstrate the Bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- a. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- b. The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- c. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- d. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

- e. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- f. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- g. Any other comments or information regarding the project approach and methodology that will be adopted.
- h. Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

6. Reporting Requirements and Deliverables

The consultancy firm will report to NURI CF specifically to PMA and the following outputs are expected:

S/n	Output	Period
1	Inception Report and work plan	3 days after contract signing
2	Submission of draft Report	20 days after commencement of the assignment
3	Submission of final Report	1 day after receipt of comments to draft report

7. Assessment Timelines

S/n	Activity	Duration
1	Mobilization / Internal meetings / Kick off meetings / Document collection / Inception Report / Desk studies	3 days
2	Presentation and discussion of Inception Report	1 day
3	Field inspection	14 days
4	Preparation of draft report	2 days
5	Presentation and discussion of draft report	0.5 day
6	Submission of Final report	0.5 day

8. Roles and Responsibilities of the Bidder and NURI CF

- a) The Bidder:
 - ❖ Execute the assignment in accordance with the TOR, approach and audit methodology as agreed with NURI CF
 - ❖ Produce progress reports which include; Inception Report, Draft Report and Final Report, addressing the terms of reference designed for the assignment
 - ❖ Prepare invoices in respect of work assigned based on key milestones achieved.

b) NURI CF:

- ❖ Supervises the contract between NURI CF and Bidder to ensure timely delivery of expected outputs
- ❖ Coordinate with other implementing partners in regards to data collection
- ❖ Approve Inception, draft and final reports prepared by the Bidder
- ❖ Approve invoices raised by the Bidder in respect of work carried out and deliverables agreed

9. Payment Terms

Payments shall be in three instalments as detailed below and effected within 30 days upon receipt of original company invoices.

Payment Release	Percentage of Contract Value
Approval of Inception Report	5%
Approval of Draft Report	45%
Approval of Final Report	50%