

# Request for Proposal for BC-RAD Endline Assessment at Nuru Nigeria

May 17, 2024



Founded by a former US Marine, formed at Stanford University's Graduate School of Business, and fueled by angel investors from Silicon Valley.

Nuru Nigeria is a locally Led NGO with affiliates in the US, Kenya, Ethiopia and Burkina Faso. Nuru equips local leaders with tools and knowledge to lead their communities out of extreme poverty by integrating impact programs that address the most prevalent and fundamental challenges of extreme poverty around four areas of need: Hunger, Inability to Cope with Financial Shocks, Preventable Disease and Death, Lack of Access to Quality Education for Children. Nuru Nigeria design training-based poverty solutions that promote self-reliance and service-mindedness to enable local leaders to continue scaling impact long after Nuru Nigeria staff has exited the project.

- **Job Type:** Full Time
- **Qualification:** BA/BSc/HND
- **Location:** Adamawa
- **City:** Yola
- **Job Field:** Administration / Secretarial

## **Objective**

The objectives of the BC-RAD project are:

- Objective I: Increasing household income through agricultural production and productivity
- Objective II: Enhancing profitability through livelihood diversification and market systems approach
- Objective III: Increasing access to financial services through digital financial inclusion activities
- Scope of work
- As per attached TOR/Scope of work provided by Nuru Nigeria.

## **OPENING, EVALUATION OF TENDERS AND SELECTION CRITERIA**

- The opening and examination of tenders is for the purpose of checking whether the tenders are complete and whether the tenders are generally in order.

## **Tender Process;**

- The following processes will be applied to this Tender:
- Tender Period

- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

The subsequent evaluation of the tenders shall be carried out in Yola by an Evaluation Committee made up of representatives of Nuru Nigeria.

Tenders will be evaluated on the criteria listed below:

- Compliance with Nuru Nigeria Procurement terms and conditions. (Administrative)
- Proposals based on best value for money as per NN TOR. (Financials)
- Adherence with technical specifications requested. (Technical)
- It should be a registered consulting firm. (Technical)
- Work completion (Lead-time). (Technical)
- Similar past experiences with NGO/UN agencies. (Administrative)
- Availability of physical presence (Operational Office/shop). (Technical)
- Adherence with NN Payment Terms and Conditions. (Technical)
- Validity of the offer. (Administrative)
- In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within forty-eight (48) hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.
- Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence Nuru Nigeria in its decision concerning the award of the contract will result in the immediate rejection of the tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be considered.

## Method of Application

The tender package can download from the link in this publication. [Here](#)

- It shall consist of two categorizations, Admin/Technical documents and financial offer separately. Documents should be dully filled, signed and stamped.
- Order of arranging documents
- Administrative and technical document should be put in the same envelope and marked "Administrative and Technical"
- Financial offers should be placed in a different envelop marked "Financial offer"
- All copy placed in a sealed non-identifiable envelope.

This sealed non-identifiable envelope shall be titled:

## RFP-2024-002 BC-RAD ENDLINE ASSESSMENT

NB: Only bidders that pass Administrative and Technical evaluation will proceed to Financial Evaluation

The tenders can be submitted through the following:

Hand delivery of Physical bids receipt to the following address:

Nuru Nigeria - Yola Office

Plot No: Plot K46 Karewa GRA Jimeta Yola Between 8:30 am- 5:00 pm.

For e-bids submissions By Email to the following email addresses:

To **procurement@nurunigeria.org** with the title "RFP-2024-002.

Whichever format is chosen, offers must be received by no later than the 5th June 2024 at 5:00 PM.

NB: Late bids submission will not be accepted, and will be returned to the Proponent or discarded.

Also, all bids will be irrevocable after the Call for Tenders closing date.

Content of Tenders

The Tenderer must provide all the documents provided by NN in the tender package with other documents requested by NURU NIGERIA in compliance with the requirements set out. The proposal shall include, as a minimum:

NN Supplier registration form" and Code of conduct duly completed. These NN forms should be completed with all required information and the below to be provided accordingly.

Proof of company registration in Nigeria (CAC certificate);

Current Tax Payment Certificate;

Proposal or detailed Price offer.

Work plan/schedule should be included.

SCUML certificate or proof of request from EFCC.

Prices offered must be in Nigerian Naira currency.

Only proposals with WHT included will be accepted.

Proposal must have a date and validity

Proposal must mention mode of payment.

Nuru Nigeria's Code of Conduct, General conditions of contract and vendor registration form must be filled, signed and stamped by the duly authorized person.

Proof of similar past experience working with INGOs and/or UN Agencies with two (2) relevant employees of such organizations as a reference

### **Disclaimer.**

- These documents do not confer any binding contractual liability on NURU NIGERIA and failure to provide all of the above and in the formats stipulated will result to disqualification of the Tenderer's proposal.