

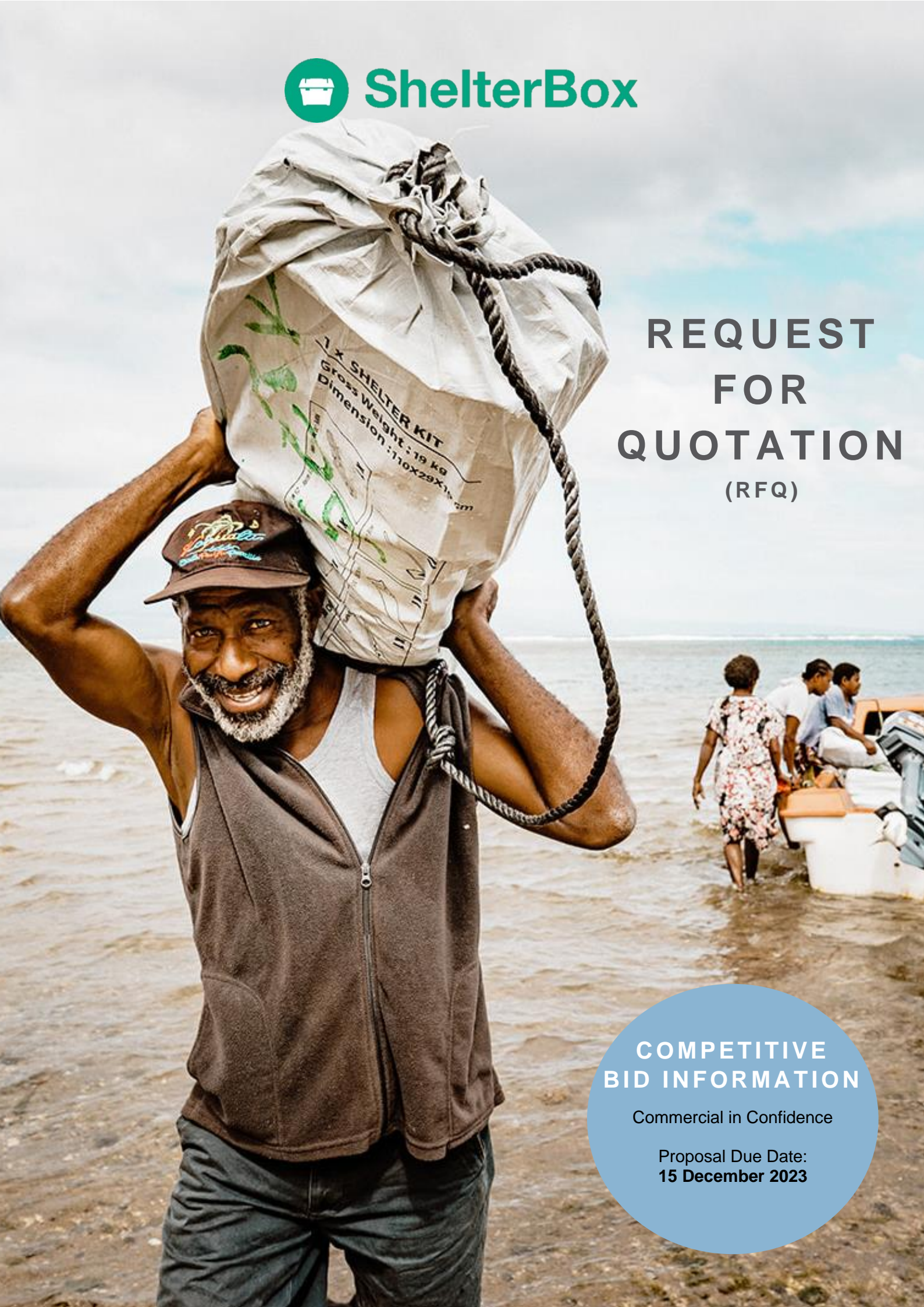


REQUEST FOR QUOTATION (RFQ)

COMPETITIVE BID INFORMATION

Commercial in Confidence

Proposal Due Date:
15 December 2023



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1. OVERVIEW OF RFQ

This document is an RFQ (Request for Quotation) issued by ShelterBox to seek competitive bids for the supply of a consultancy service for a **Gender and Inclusion specialist**. The organisation requires these services to benefit from technical expertise and support of a specialist to strengthen our gender and inclusion programming.

ShelterBox will award the contract based on suitability, expertise, and best value. The RFQ emphasises confidentiality, the right to accept or reject bids, and potential retendering if viable offers are not received. Corrupt or fraudulent activities are not tolerated, and all information provided must remain confidential. This RFQ does not constitute an offer, and ShelterBox is not obligated to award the contract based on this process.

Bidders should submit their proposals to tenders@shelterbox.org. The bidder is responsible for all costs associated with preparing and submitting the bid.

2. INTRODUCTION

ShelterBox provides emergency shelters, tools, and other essentials so families can rebuild after disaster.

We work with people all over the world who have lost their homes to all kinds of disasters – floods, earthquakes, hurricanes, conflicts. We go where people are vulnerable, so you'll often find us in challenging places that are overlooked by others. But wherever we are, we know one thing is always true: hope grows when you have a place to call home.

We talk to families to find out what's needed, then we do everything we can to make it happen. Led by information we've gathered, we provide tents, tarpaulins, tools, lights, blankets, water containers, mosquito nets and more – whatever's needed to give people a place that feels safe. And because we're 100% focused on emergency shelter, we know what's worked in previous disasters and we're always looking for new ways to have even more impact on people's lives. Our focus on emergency shelter has never changed – and it never will. Because shelter is a starting point. It's a place to sleep and stay warm or cool, but it's so much more than that too. It's a place to feel safe, to feel at home, to have space and time to yourself after days or weeks of chaos. It's a place to start earning money, to feel in control and begin planning how you want the future to look.

Having a place to call home is the first step towards rebuilding your life. We're here to help as many people as possible discover just how powerful that can be.

For further information visit: www.shelterbox.org

3. SERVICE REQUIREMENT

Our work is informed by our [current strategy](#) which runs from 2022 to 2027. During this period, our overarching organisational goals are to:

- Scale up to meet humanitarian need.
- Innovate to improve the quality of shelter assistance.
- Address power imbalances in the global shelter system.

To progress this work effectively a Gender and Inclusion consultant (G&I Consultant) will work across two phases.

Key objectives:

In Phase 1 the consultant will:

- Carry out a review of ShelterBox policies and processes throughout our project cycle, suggesting areas to strengthen based on best practice and ensuring core humanitarian standards commitments are effectively incorporated.
- Develop a framework to critically assess ShelterBox's current gender mainstreaming during partner selection and engagement as well as the design and delivery of our responses.
- Assess a sample of projects using the framework and agreed criteria.
- Assess the gender and inclusion knowledge, skills, and confidence of ShelterBox International Programmes Department (IPD) staff and identify training needs in these areas.
- Write up evidenced findings in a report with actionable recommendations and pathways for ShelterBox to strengthen gender mainstreaming.

In Phase 2 the consultant will:

- Facilitate the development of a capacity strengthening plan that addresses identified gaps and weaknesses in a coherent and prioritised plan, that links to ShelterBox's Project Cycle Management guide and that provides guidance in developing tools that can be used to enhance gender and inclusion mainstreaming.
- Deliver training sessions/ workshops according to the plan.

Reporting, Relationships within ShelterBox and work modality:

The G&I Consultant will report directly to the Impact and Accountability Lead. They will also work closely with the G&I Working Group, the Deputy Director of International Programmes, the Head of Programme Quality, and other IPD staff as required. This is a remote position.

Indicative Methodology & Timeframe:

The consultancy will take place in Q1 and Q2 2024. The G&I Consultant will work with the ShelterBox Impact and Accountability Lead to develop a full workplan as part of their inception report.

Table 1 – Phase 1 Outputs & Deliverables

Outputs	Detail	Deliverable(s)	Days ¹	Deadline
Induction	Briefing with <ul style="list-style-type: none"> - Head of Programme Quality (PQ) - Impact and Accountability Lead 	1. Inception Report (approx. 2 pages) 2. Updated workplan 3. Assessment framework and criteria agreed	.5	Within two days of induction briefing
Assessment Framework Development	Consultation with Head of PQ and Impact and Accountability Need as required			
Policy and Process Review	Using framework, review ShelterBox IPD programme cycle policies, processes and protocols strengthened with a gender and inclusivity lens	Section on findings of this review in the Phase 1 report	1.5	Within one month of inception report
Project Review	Using framework, review a sample (agreed at induction) of ShelterBox projects.	Section on findings of this review in the Phase 1 report	1.5	
Staff Knowledge and Capacity Audit	Using framework, conduct an audit of IPD staff knowledge, skills, and confidence on both gender and wider inclusion for emergency shelter response.	Section on the results of this audit in the Phase 1 report	1.5	
Meetings	Meetings with key internal ShelterBox stakeholders. See below for an indicative list.	n/a	1.5	
Reporting	Synthesis findings of the review of policies, processes, projects, and the staff audit.	Produce a report inclusive of separate sections containing the results of: <ol style="list-style-type: none"> 1. The Policy and Process Review, 2. The Project Review 3. The Staff Knowledge and Capacity Audit as well as a summary of findings across these three outputs in line with the agreed framework and an actionable set of recommendations.	1.5	Within one week of completing reviews, audits, and meetings.
Phase 1 Total			7 days	

Table 2 – Phase 2 Outputs & Deliverables

Outputs	Detail	Deliverable(s)	Days	Deadline
Develop a Capacity Strengthening Plan	Using the findings and recommendations from Phase 1, facilitate the development of a capacity strengthening plan to address identified gaps.	Actionable and time specific capacity strengthening plan	1	Within two weeks of approval of Phase 1 report.
Capacity Strengthening	Deliver sessions and/or workshops according to the capacity strengthening plan.	Delivery of training	2	TBD based on capacity strengthening plan, ideally within four weeks of finalisation of plan.
Phase 2 Total			3 days	

¹ Days in Tables 1 and 2 are indicative. Applicants are encouraged to suggest alternative day allocations if better aligned to their proposals.

Indicative Meetings

List of internal stakeholders:

- Safeguarding Advisor
- Gender & Inclusion Working Group Members
- MEAL Coordinators (select)
- Programme Managers (select)
- Impact and Accountability Lead
- Head of Programme Quality
- Director of International Programmes
- Deputy Director of International Programmes
- Head of Emergency Response
- Emergency Response Coordinator
- Emergency Response Team Leads
- Regional Directors (select)
- Partnership Adviser

Deliverables, Milestones, Deadlines, and Payment Schedule

The G&I Consultant will work to a milestone-based contract as set out in table 3. An indicative workplan is set out in Appendix 1.

This consultancy should be based on a timeframe of 10-12 days. If the consultant proposes sub-contracting any elements of their work to individuals other than themselves, this should be clearly stated and costed for in their budget.

Table 3 - Indicative Deliverables, Milestones & Payment Schedule

Deliverable	Indicative Deadline	Milestone Deliverable	Payment
Contract Signature	n/a	Yes	20%
Gender & Inclusion Audit Report	Within two weeks of completion of Phase 1	Yes	40%
Training Materials Developed and Delivered	End of Phase 2 as per agreed workplan	Yes	40%

4. DOCUMENTS TO BE SUBMITTED

Please submit the following documents as signed pdf. All documents must be submitted by to the deadline to qualify. **Please attach all documents to one email and use the following subject heading for of your email submission ‘Gender and Inclusion consultant RFQ’.**

- Statement of approach to this consultancy referencing details of similar work that they have successfully delivered (3 pages max)
- A detailed proposed workplan
- A financial proposal to include your daily rate, any other fees and VAT.
- An updated CV (2 pages max)
- Details of two references familiar with the quality of your work (appendix 2)
- A complete list of dates that you are **not** available between 21st January 2024 and 30th April 2024.
- Supplier information (appendix 2)

5. SELECTION CRITERIA

The first phase of the evaluation will involve an assessment of technical capacity to fulfil the obligations of the Request for Quotation. Any bids that do not meet these requirements will be rejected at this stage.

Essential criteria:

- Minimum 5 years' experience of mainstreaming Gender and Inclusion
- Master's degree in relevant topic such as Gender Studies, International Development, Development Studies, Humanitarian Assistance, Social Work/ Public Policy/ International Relations/ Public Health with a focus on Gender and Inclusion, or similar.

Each bid that conforms will then be evaluated according to the following Award Criteria.

Award Criteria:

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tender that is technically compliant. Award criteria are used to determine which of the eligible bids is best placed to implement the contract.

- Quality of written submissions 40%
- Verbal presentation 40%
- Price 20%

Quality

The statement of approach will be assessed and scored based on 4 key focus areas:

- Clarity in articulating an understanding of the project, its goals, and challenges.
- The clarity and coherence of the proposed methodology and approach.
- The extent to which past experiences are relevant to the current project (Prior experience of working with an organisation at a global level to rollout Gender and Inclusion mainstreaming best practices and mainstreaming Gender and Inclusion in Shelter Programming)
- Integration of recognised best practices and adherence to industry standards.

The workplan will be assessed and scored based on 4 key focus areas:

- Clear breakdown of tasks and logical sequencing.
- Realistic timelines and clearly defined milestones.
- Consideration of potential risks and adaptability to changes.
- Alignment of tasks with project goals and provision for client involvement.

The top scoring candidates will be asked to make a remote presentation of their proposal prior to final selection to showcase their experience and relevance. This will account for 40% of the total score.

Price

Marks for price will be awarded on the inverse proportion principle:

$Score^{bidder} = \text{maximum score} \times (\text{price}^{\min} / \text{price}^{\text{bidder}})$

6. TIMELINE

Suppliers interested in bidding should follow the steps in the timeline below:

Questions

You're welcome to ask any questions about this RFQ via email. These can be sent to: tenders@shelterbox.org. Questions can be submitted until by **1.00pm on 13 December 2023**. Any questions and answers will be available to view on ShelterBox website on the same page as the RFQ.

Submission of written proposal

Written proposals must be submitted by **1.00 pm on 15 December 2023**.

Proposals must be sent to: tenders@shelterbox.org.

Presentation

ShelterBox will review all written proposals and arrange presentation calls with bidders deemed to meet the requirements of this RFQ. Presentations will take place between **1-5 January 2024**.

NB: Following the presentation calls and ahead of the target award date, please be aware that further questions and queries may be submitted by ShelterBox to bidders to ensure a comprehensive understanding of proposals is obtained.

Target award date

ShelterBox aim to inform all bidders on the outcome of their bids on or by **8-12 January 2024**.

Contracts

ShelterBox aim to complete all contracts with the successful bidder by **8-12 January 2024**.

Commencement of services

ShelterBox needs the services to be in place by **15 January 2024**.

NB: ShelterBox reserves the right to extend or amend the timeline if necessary. All suppliers will be notified of any such amendment.

7. SUBMISSION PROCESS

Invitations to bid

There will be one primary supplier for the services in the RFQ. However, ShelterBox reserves the right to place contracts with another supplier for additional requirements if deemed necessary.

This RFQ does not constitute an offer by ShelterBox. ShelterBox is under no obligation to award a contract to any bidder because of this tender process.

Submitting a bid

All responses to this RFQ should be submitted as email attachments to tenders@shelterbox.org.

Bid pricing format

Bidders are required to provide complete and comprehensive pricing for all the requirements in Section 3 of this RFQ. All pricing must be provided in GBP.

Award decision

ShelterBox plans to award this business to a supplier based upon the suitability of the proposed bid, expertise demonstrated, and best value in meeting the requirements of this RFQ.

RFQ updates

ShelterBox intends to provide all suppliers with complete and accurate information about this opportunity. If ShelterBox obtains any additional material information, including responses to individual suppliers' questions that could affect other suppliers, ShelterBox will share this information.

The contents of responses and the provisions of this tender document will be available for inclusion in final contractual obligations. Proposals must be signed by a duly authorised owner, officer or agent of the company submitting the bid.

Notification of award

ShelterBox will notify the successful bidder on the target award date in Section 6. At this stage, ShelterBox may negotiate with the successful bidder to finalise the offer.

8. CONDITIONS OF TENDER

General

This tender document does not constitute an offer by ShelterBox. Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any bid by ShelterBox. ShelterBox is under no obligation to award a contract to any bidder due to this tender process. ShelterBox further advises all suppliers that ShelterBox may accept any bid submitted; however, ShelterBox reserves the right to request best and final offers. ShelterBox may enter negotiations with more than one supplier simultaneously and award the business to any supplier in negotiations without prior notification to any other supplier.

Offer validity

Bids shall remain valid for 190 calendar days after the bid submission deadline.

Cost of bidding

The bidder is responsible for all costs associated with the preparation and submission of its bid. ShelterBox will not be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

Warranty

The Supplier warrants that the proposed services meet the required specifications set out herein.

Bid withdrawal

The bidder may withdraw its bid after submission, provided that written notice of the withdrawal of the bid is received by ShelterBox.

Right to accept or reject

ShelterBox reserves the right to accept or reject any bid, to annul the tendering process, and reject all bids at any time before contract award, without incurring any liability to the affected bidder/s or any obligation to inform the affected bidder/s the reason for ShelterBox's action.

Right to retender

[Title of Tender]

ShelterBox reserves the right to retender where a viable offer is not presented for any or all parts of this tender.

Corrupt or fraudulent activities

ShelterBox will reject a bid if it determines that the bidder has engaged in corrupt or fraudulent practices in competing for the contract/s in question. A bidder suspected to have indulged in corrupt or fraudulent practices risks being prevented from participating in ShelterBox's future procurement opportunities.

Confidentiality

All information in this tender document or otherwise provided in connection with this tender is confidential and may not be disclosed, published, or advertised in any manner without written authorisation from ShelterBox.

All tender documents remain the property of ShelterBox, and all suppliers are required to return to ShelterBox or delete these documents upon request. ShelterBox and any third parties acting on behalf of ShelterBox will consider the responses to this tender confidential. Suppliers who do not honour these confidentiality provisions will be excluded from participating in future ShelterBox supply opportunities.

Reference 1

Name	
Contact number	
Email	
Organisation	
Position	
Brief Description of the Context in which you Delivered Work to this Reference	
Dates of work delivery	

Reference 2

Name	
Contact number	
Email	
Organisation	
Position	
Brief Description of the Context in which you Delivered Work to this Reference	
Dates of work delivery	



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