



ShelterBox

REQUEST FOR PROPOSAL

Localisation and Partnerships

COMPETITIVE BID INFORMATION

Commercial in Confidence

Proposal Due Date: 5th September, 2024



**NO ONE
WITHOUT
SHELTER
AFTER
DISASTER**

WHAT WE DO

ShelterBox is a global community with a shared purpose – no one without shelter after disaster. When homes are torn apart and lives destroyed, we'll be there.

We provide emergency shelter and aid essentials at times of disaster, conflict climate crisis. Because shelter is the foundation for life.

A foundation for survival, stability and dign
Enabling people to take steps towards recovery.

We started over 20 years ago with our icor green ShelterBoxes. Today, we do much more.

We listen. Hearing what people need, creating innovative and tailored support to meet complex situations.

We support. Giving emergency shelter and aid essentials. Shelter repair kits, water filters or solar lights. Helping people build, repair or return home.

And we share. Using our expertise to support those affected and champion local partnerships and environmental sustainability.

Disaster, conflict and climate change are forcing more people to flee their homes than ever before. We must act now to change this.

For further information visit:
www.shelterbox.org

1. BACKGROUND

Partnerships are central to ShelterBox's vision and strategic objectives. Only when we maximize the potential of partnerships we can collectively achieve more, have greater impact, and do so in more cost-effective, inclusive and sustainable ways. ShelterBox recognizes that partners are not a homogenous group and that we have diverse relationships with a variety of partners globally. We also observe that the role of northern international non-governmental organisations (INGOs), often referred to as 'intermediary agencies,' is increasingly being questioned and likely to evolve in coming years. In addition, there is an ongoing conversation in our sector on localisation, decolonisation, and anti-racism.

In this changing context, and in line with the 2022 - 2027 strategy, it is vital that ShelterBox develop an organization wide approach to partnership. Doing so challenges us to examine our operating model, review current partnerships and confront power imbalances built into our ways of working as humanitarian actors. We have a responsibility to share and shift the power we hold, maximising our contributions to locally led response in this period and continuing to build on this in the future.

In defining what a locally led approach to partnerships looks like at ShelterBox we hope to guide ShelterBox staff, affiliates, and partner organisations through the strategic evolution of our work and provide greater insights into the practical application of partnership goals outlined in the International Programme Strategy (2022-2026).

The localisation and partnerships project has three key objectives:

1. To **define** the concept of localisation and partnerships as it pertains to ShelterBox's vision and strategic objectives.
2. To **align** ShelterBox's approach to localisation and partnerships with best practice (as outlined in key initiatives like the Pledge for Change and Grand Bargain)
3. To **reshape** organisational practice and **embed** a culture that promotes leadership, representation and participation by local actors, holding the organisation to account against agreed principles and standards.

2. THE REQUIREMENT

The consultancy will support ShelterBox, in an advisory role, to define a vision and theoretical framework for localisation and partnerships. This is not expected to take more than 10 days, over a six-month period.

They will provide guidance, support and critical reflection to the Partnership Manager and Deputy Director of International Programmes, as well as senior management on the following:

Framing of localisation agenda in the ShelterBox context

- Support the development of a progressive vision and theoretical framework (known internally as the Partnership Framework) on localisation and partnership that is not just programmatic but strategic and organisation wide.
- Review internal policies and process assigned by the Partnership Manager Make suggested improvements to reflect shared power relations in decision-making, programme design, resource mobilization and other stages/elements of the project management cycle and partnership process.
- Providing guidelines on how to deepen the understanding (and acceptance) of shared power relations amongst ShelterBox staff by organizing discussion groups on localisation and power-sharing, including the establishment of spaces for reflective practice with local partners on power relations and appropriateness of interventions and programmes.

Deliverables

1. **A progressive vision and partnerships framework** is delivered (written by the Partnerships Manager, supported by the consultant and Deputy Director for International Programmes)
2. **Gap Analysis** (desk review and interviews) evaluating the gap between the agreed vision and current operations to inform the content of the localisation project
3. **Clear organisational guidelines and high-level recommendations** on how to close the gap:
 - promoting and advocating for a shift in the balance of power between ShelterBox and local actors
 - guidance on external engagement

Scope of work

- Engagement with staff across organisation through the working group
- Facilitating workshops with the working group and executive team
- Key informant interviews and focus group discussion.
- Reflection sessions with the Partnership Manager and Deputy Director of International Programmes
- Support the development of a partnership framework/strategy (suggesting structure and content, proof-reading drafts, making suggested edits etc).

Work schedule and planning

- The localisation expert may be based in any location, but available to work online during UK business hours (9am-5pm). Depending on the location of the successful candidate, there may be an opportunity to work with ShelterBox at their office in Truro, Cornwall (UK).
- The duration of the assignment is expected to be six months.
- Available to work 1 or 2 days per month, starting September 2024.

- Maximum 10 days' work over a six-month period.
- The consultant will develop and submit to WC a monthly implementation plan that cumulatively builds into the overall delivery plan for the assignment.

Type of supervision

- Working closely with the Partnership Working Group. Reporting to the Partnerships Manager and Deputy Director for International Programmes.

CONTRACT & TERM

The successful supplier will be awarded a contract that meets the agreed duration and delivery dates of this project. This proposal and subsequent contract does not entitle the supplier to a continued agreement with ShelterBox.

The successful supplier will be required to agree and adhere to ShelterBox's Supplier Code of Conduct (available to view at: <https://www.shelterbox.org/wp-content/uploads/2019/10/Supplier-Code-of-Conduct-v3.pdf>).

3. BID REQUIREMENTS

Education and experience

- University degree in social sciences, international development, or related discipline.
- A minimum of 10 years of experience with NGOs in international settings.
- Experience working in the development or humanitarian sector with specific reference to localisation, partnership, decolonialization and anti-racism activities.
- Knowledge of the localisation agenda and standards under the Grand Bargain/Pledge for Change.
- Proven high level analytical and communication skills and ability to build collaborative relationships at all levels and across sectors and agencies.
- Proven excellent competencies within report writing, analysis and evaluation, and communication.
- Experience of working with senior management teams (directors, trustees etc) to establish and implement localisation strategies.
- Fluency in English
- Applications from individuals/agencies based in the global south are encouraged.

How to Apply

- Using the requirements stated, please provide a project summary document that outlines your approach to the project.
- The project summary should include time for each assignment, stages of deliverables and full costing breakdowns.
- Proposals should also be submitted with proposed payment schedule.
- Alongside this, please submit your English CV and a cover letter, outlining your experience, relevant to this project, as well as evidence/documentation of qualifications.
- Please state country of current location as part of the CV so that ShelterBox can establish time zone differences if relevant.
- Confirmation that the consultant has full access to either Teams, Zoom or Google Meet with good quality internet connection.
- Please provide at least 2 references from your past works. Ideally in the form of email contact details.

The supplier may be invited for an interview to discuss the proposal, experience, and as an opportunity to get to know us at ShelterBox. If this is the case, then we will advise dates and times.

Please confirm your availability for interviews as set out in the Timeline below.

All applications for this consultancy must be sent to Tenders@shelterbox.org **no later than Thursday 5th September 2024.**

4. TIMELINE

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

QUESTIONS

You're welcome to ask any questions about this RFP via email. These can be sent to: tenders@shelterbox.org.

Questions can be submitted until 03/09/2024

SUBMISSION OF WRITTEN PROPOSAL

Written proposals must be submitted by 4.00 pm on 05/09/2024

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

When submitting your proposal, please include your availability for a presentation call within the dates set out in the next step.

PRESENTATION CALL

ShelterBox will review all written proposals and arrange presentation calls with bidders deemed to meet the requirements of this RFP. Calls will take place between 17/09/2024 and 20/09/2024.

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 23/09/2024

CONTRACTS

ShelterBox aim to complete all contracts with the successful bidder by 27/09/2024

Project commencement

30/09/2024

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

5. SUBMISSION PROCESS

INVITATIONS TO BID

There will be one supplier for the contract. However, ShelterBox reserves the right to place orders with another supplier for additional requirements if deemed necessary.

This RFP 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 RFP 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 4 of this RFP. 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 RFP.

RFP 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 7. At this stage, ShelterBox may negotiate with the successful bidder to finalise the offer.

6. CONTACT INFORMATION

Contact: ShelterBox Tender Team

Email: tenders@shelterbox.org

Contact: [Victoria Bozzi](#)

Email: victoriabozzi@shelterbox.org

7. CONDITIONS OF TENDER

7.1. 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.

7.2. OFFER VALIDITY

Bids shall remain valid for 180 calendar days after the bid submission deadline.

7.3. 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.

7.4. WARRANTY

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

7.5. BID WITHDRAWAL

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

7.6. 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.

7.7. RIGHT TO RETENDER

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

7.8. 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.

7.9. 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.



ShelterBox

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ShelterBox is a registered charity independent of Rotary International and The Rotary Foundation. **Charity No:** 1096479