

REQUEST FOR EXPRESSION OF INTEREST

6 September 2021

REQUEST FOR EXPRESSION OF INTEREST (EOI) REF NUMBER EOI SOM 019 2021 FOR THIRD PARTY MONITORING SERVICES IN SOMALILAND AND GALKAYO

Closing on 12TH September 2021 at 23:59 hrs (East Africa Time)

A. Background

1. The United Nations World Food Programme hereinafter referred to as the “WFP”, with its Headquarters located in Via C.G. Viola, 68/70, 00148 Rome, Italy is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience by assisting almost 100 million people in around 83 countries each year. About 17,000 people work for the organization, most of them in remote areas, directly serving the hungry poor.
2. The UN-WFP Somalia Liaison Office in Nairobi to prequalify suppliers **for** the provision Third Party Monitoring Services as per this EOI.
3. WFP invites eligible suppliers to express their interest in providing the requested Goods and Services.

B. The purpose of this EOI

4. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to provide services as described below. Eligible suppliers will be invited to participate in the bidding process for the proposed tenders.

SUMMARY DESCRIPTION OF SERVICES

UN-WFP Somalia requires Third Party Monitoring Services from a reputable and reliable service provider with offices in the Somaliland Area.

Third-party monitoring objective: To expand the scope of monitoring activities as well as programme support coverage in areas of operation where accessibility for WFP staff is limited or restricted, through outsourcing monitoring and programme support activities to a third party and accessing quantitative and qualitative data on WFP operations.

SUMMARY:

1. WFP's operation in Somaliland

UN-WFP Somalia is currently operational in Somaliland, Puntland, Central, Banadir and South regions with Area Offices (AO) established in Hargeisa, Garowe, Mogadishu and Dolow and a Sub-Offices in Galkayo and Bossaso. Despite WFP being active in certain areas, parts of its operational areas are considered inaccessible or having intermittent accessibility to UN staff by the UN Department of Safety and Security (UNDSS). This restricts or limits the ability of WFP staff to monitor WFP activities in these areas.

WFP outsources monitoring activities in these areas to Monitoring Partners (MPs) who either have operations already set up in these areas or are willing to set their operations up for this purpose. Each MP will mainly be responsible for monitoring food chain management on behalf of WFP as well as providing programme support functions. The MPs shall submit regular reports back to WFP on their monitoring findings/support functions performed as well as the original monitoring checklists with data entry.

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2. WFP's current monitoring in Somaliland

The relationship between WFP and each of its Cooperating Partners (CPs) is defined by a Field Level Agreement (FLA). At the beginning of each activity all beneficiaries have to be registered in SCOPE[1]. For in-kind assistance, the transportation of the food is sub-contracted by WFP to commercial transporters in Somaliland who move food to designated storage and distribution points. CPs receive the food and distribute among the intended beneficiaries. For cash-based transfers (CBT) WFP credits the beneficiaries' e-transfers cards enabling them to purchase food commodities from retailers with whom WFP has an agreement. For Cash WFP credits the beneficiaries' e-transfers cards enabling them to redeem cash from local bank facilities; and to increase flexibility and accessibility of the beneficiaries, WFP now carry out mobile money cash transfer through local mobile operators.

WFP monitors the distribution, implementation processes as per plan and partnership agreement signed by CPs, the retailer shops, CPs' warehouse management, and evaluates the performance of transporters and CPs, as well as to conduct surveys or post-distribution monitoring (PDM) as required.

The VAM and Monitoring & Evaluation (M&E) unit of WFP has developed monitoring and evaluation tools (checklists), which are used to gather data. M&E collects, collates and analyses collected data and prepares reports which are shared with relevant stakeholders.

3. Role of the Monitoring Partners (MP)

Monitoring Partners (MP) will perform programme support services for United Nations WFP, mainly for monitoring and survey functions. MPs will monitor WFP activities on behalf of WFP and provide programme M&E support services to the Area Offices/Sub Offices. Field staff of the MPs will be made available on a full-time basis to the Head of Area or Sub Office or his/ she designate who will make use of the MP field staff in monitoring of United Nations WFP programme activities as well as to conduct surveys. The MP field staff will carry out their activities under the overall guidance of the M&E officer at the WFP Liaison Office (LO) and the Head of Area or Sub Office and report back to Area Office on the field findings and other tasks assigned by the M&E Office and Head of Area or Sub Office. Area or Sub Office and the MPs, under the guidance of LO M&E officer, will jointly develop a monthly activity plan which will clearly stipulate the plan for tasking of MPs field staff. The MPs will jointly or alone make available 10 (ten) field staff to the Galkayo Sub Office to cover parts of Mudug and Galgadud; and 5 (five) to the Hargeisa Area Office to cover Somaliland areas. These numbers reflect the monitoring needs at the time of launching the tender and can be adjusted based on WFP needs during the MP contract period.

The MP field staff will be assigned to work on WFP operations on a full-time basis.

5. Eligibility to participate in the proposed tender will be determined on the basis of submission of the minimum required documents stated in this EOI.
6. After the deadline for submission of responses has passed, WFP will evaluate responses received and will notify eligible participants of the outcome of the evaluation.

C. How to prepare and submit your Expression of Interest

7. In order to participate in the pre-qualification exercise, companies are required to provide the following:

The filled in EOI Response Form, which includes:

- Table 1. WFP Minimum mandatory requirements
- Table 2. Supplier registration form
- Table 3. Supplier Financial Status.
- Table 4. Supplier Relevant Experience.
- Legal capacity – Valid Business registration certificate and Valid tax compliance certificate.

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- Company bank account details- see attached template form for supplier request for banking details.
 - Signatory by the authorized company representative and company stamp.
 - Email Subject line must indicate EOI reference number and the category code(s) for ease of identification.
 - All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent via somalia.procurement@wfp.org in softcopy format. Email Subject line must indicate EOI reference number and the category code (s) for ease of identification.
 - Email Subject Line must indicate EOI Reference Number for ease of identification i.e. **EOI Ref No: SOM 019 2021**. Failure to put correct subject reference may lead to the delay of response or possible omission of the submission.
8. **Physical copies of the documents requested will NOT be accepted. Documents should be sent via the email provided.**
9. WFP will not consider incomplete or unsigned submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public.
10. This request for EOI does not constitute a solicitation. WFP reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; any such action will be communicated to all participants.
11. Should you have any questions please do not hesitate to contact us at somalia.procurement@wfp.org.

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EOI RESPONSE FORM

TABLE I. WFP MINIMUM MANDATORY REQUIREMENTS

For Kenyan and international suppliers, please submit the following minimum requirements.

| A. Company / Organization's competencies/ capacities | | | |
|---|---|--------------------------|--|
| | List of WFP requirements/evaluation criteria | Yes | Comments |
| 1 | Duly completed WFP supplier registration form signed and stamped. All the questions on the form MUST be answered. N/A can be indicated on the questions that do not apply to your company. Do not leave any questions blank. | <input type="checkbox"/> | Ensure that the form is stamped and signed by the authorized personnel. |
| 2 | Legal capacity – Business registration licenses (e.g. certificate of incorporation, KRA tax compliance certificate, PIN certificate, CR12 form- for Kenyan suppliers) and any other licenses required for the operation of the business. The company must have been established within minimum of 3 years | <input type="checkbox"/> | Ensure that the business registration and tax compliance certificate is valid for the next 6 months. |
| 3 | Financial capability – copies of 2 years audited accounts signed by directors and accredited Audit firm. Accounts should not be before 2014. | <input type="checkbox"/> | |
| 4 | Past performance – copies of Purchase orders or contracts or reference letter from at least 3 of your recent clients, in regard Third Party Monitoring Services. | <input type="checkbox"/> | |
| 5 | Company bank account details- see attached template form. | <input type="checkbox"/> | |

For Somali suppliers please submit following minimum requirements.

| A. Company / Organization's competencies/ capacities | | | |
|---|--|--------------------------|--|
| | List of WFP requirements/evaluation criteria | Yes | Comments |
| 1 | Duly completed WFP supplier registration form signed and stamped. All the questions on the form MUST be answered. N/A can be indicated on the questions that do not apply to your company. Do not leave any questions blank. | <input type="checkbox"/> | Ensure that the form is stamped and signed by the authorized personnel. |
| 2 | Legal capacity – Valid Business registration certificate and Valid tax compliance certificate. | <input type="checkbox"/> | Ensure that the business registration and tax compliance certificate is valid for the next 6 months. |
| 3 | Financial capability – copy of bank account statement in the name of the company. | <input type="checkbox"/> | |
| 4 | Past performance – copies of Purchase orders or contracts or reference letter from at least 3 of your recent clients, in regard to the EOI category applied for. | <input type="checkbox"/> | |
| 5 | Valid passport copies of the owners and or directors of the company as indicated in the banking details form. | <input type="checkbox"/> | Ensure that the passport copies are valid for the next 6 months. |

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| | | | |
|---|---|--------------------------|--|
| 6 | Company bank account details- see attached template form. | <input type="checkbox"/> | |
|---|---|--------------------------|--|

TABLE 2. SUPPLIER REGISTRATION FORM AS ATTACHED

TABLE 3. SUPPLIER FINANCIAL STATUS

| B. Company / Organization's Financial Status | |
|---|--------------------------|
| Item | Value USD |
| Gross Turnover [Insert year] | |
| Gross Turnover [Insert year] | |
| Gross Turnover [Insert year] | |
| <i>Maximum contract value in relation to which your Company can be engaged:</i> | |
| USD 0 – 30,000 | <input type="checkbox"/> |
| USD 30,000 – 100,000 | <input type="checkbox"/> |
| USD 100,000 – 500,000 | <input type="checkbox"/> |
| above USD 500,000 | <input type="checkbox"/> |
| Maximum "Bank Guarantee" amount available to the Company/Organization | |
| Financial capability – copy of bank account statement in the name of the company. | <input type="checkbox"/> |

TABLE 4. SUPPLIER RELEVANT EXPERIENCE

Past performance – copies of Purchase orders or contracts or reference letter from at least 3 of your recent clients, in regard to the EOI category applied for. Proof of past performance **MUST** be similar to the EOI category interested in.

Company/Organization Stamp

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| | |
|--|------------|
| Signatory | |
| Name of Company/Organization: | |
| Name of the authorized representative: | Signature: |
| Title: | Date: |