21 July 2023

# REQUEST FOR EXPRESSION OF INTEREST (EOI) - WFP-SC-ABJ-EOI-2023-003-A(1) FOR INCLUSION IN THE WFP’S VENDOR ROSTER FOR THIRD-PARTY MONITORING SERVICES (ROUTINE PROCESS MONITORING AND ACCOUNTABILITY TO AFFECTED POPULATION) - CATEGORY A

**Closing on 11 August 2023** **at 1600 hrs (Nigerian Time)**

## 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. WFP Nigeria Country Office seeks to identify reputable service providers Third-Party Monitoring Services (Routine Process Monitoring and Accountability to Affected Population)
3. WFP in Partnership with Master Card Foundation (MCF) is planning to undertake a Project titled: “Strengthening Food Systems to Promote Increased Value Chain Employment Opportunities for Youth in Nigeria” which will run from 2023 to 2027. WFP is currently seeking to add to its TPM portfolio due to an expansion of its projects in the North-East and North-West of Nigeria, most especially targeted at smallholder farmers
4. WFP invites eligible suppliers to express their interest in providing the requested services**.**

## The purpose of this EOI

1. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to provide Third-Party Monitoring Services. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.
2. Eligibility to participate in the proposed tender will be determined on the basis of the eligibility criteria in Table I, below.
3. 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.

## How to prepare and submit your Expression of Interest

1. 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 Requirements
* Table 2. Supplier Information;
* Table 3. Supplier Financial Status;
* Table 4. Supplier Relevant Experience;
* Signatory by the authorized company representative and company stamp.

1. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent via email to [nigeria.eoi@wfp.org](mailto:nigeria.eoi@wfp.org)
2. 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.
3. 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.
4. Should you have any questions please do not hesitate to contact us at [nigeria.eoi@wfp.org](mailto:nigeria.eoi@wfp.org)

Yours sincerely,

Anil FAISAL

Head of Procurement

Nigeria Country Office

The United Nations World Food Programme

# EOI RESPONSE FORM

## TABLE I. WFP REQUIREMENTS

| 1. **Company / Organization’s competencies/ capacities** | | | |
| --- | --- | --- | --- |
|  | **List of WFP requirements/evaluation criteria** | **Yes** | **\*Bidder’s Response / Attachment Reference** |
| 1 | Completed EOI form and WFP Vendor registration form and Bank details form (Fill and return signed and stamped) | ☐ |  |
| 2 | Company's profile illustrating: structure and history of company | ☐ |  |
| 3 | Business registration documents and licenses 1. Certificate of Incorporation 2. Valid Tax Clearance Certificate | ☐ |  |
| 4 | A complete set of Financial Statements for the Past 3 years: Audited Accounts i.e. Balance Sheet, Income Statement, etc | ☐ |  |
| 5 | Copy of insurance card and copy of state level practicing license | ☐ |  |
| 6 | Evidence of experience in conducting gender-sensitive assessments for complex projects and undertaking routine and periodic monitoring in agricultural and food security projects such as nutrition, food, cash, and voucher activities (Attach previous contracts/POs) | ☐ |  |
| 7 | The service provider must submit references from three corporate clients detailing contacts. | ☐ |  |
| 8 | List of key personnel, qualification, and experience (CVs or biographies not needed at this stage, this will be requested during the Request for Proposal) | ☐ |  |
| 9 | Demonstrate your Gender, Protection, Accountability to Affected Population consideration (AAP) | ☐ |  |
| 10 | Monitoring strategy (Methodology) | ☐ |  |
| 11 | Evidence of capacity in qualitative and quantitative data collection | ☐ |  |
| 12 | For routine monitoring, existing offices in project locations (Northeast and Northwest Nigeria) is highly desirable. With evidence of capacity in Proposed LGA (Coverage) | ☐ |  |

**\*Applicant organizations are expected to provide detailed responses to each of the questions, substantially justifying their qualification for the services needed. In case of need, supporting documents can be attached separately and must be referenced in this column.**

## TABLE II. SUPPLIER INFORMATION

| 1. **Company / Organization’s Background Information** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Legal Name of Company/Organization: | | | | | | |
| 2 | Full address: | | | | | | |
| 3 | E-mail address: | | | | | | |
| 4 | Website address: | | | | | | |
| 5 | Telephone: | | | | | | |
| 6 | Contact person, title: | | | | Tel. of contact person:  E-mail of contact person: | | |
| 7 | Registration with UNGM | | Yes  No | | UNGM No. | | |
| 8 | Type of Business | | Corporate/ Limited  Partnership  Other (specify): | | | | |
| 9 | Goods / Services: | | | | | | |
| 10 | Company/Organization Business Registration Number: | | | Date of Registration: | | | |
| 11 | Additional company/organization background information: [If applicable, insert not more than 100 words] | | | | | | |
| **12** | **Alternate Contact person details of the Applicant** | | | | | | |
| **Name** | | **Designation** | | | | **Mobile Number** | **Email ID** |
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## TABLE III. SUPPLIER FINANCIAL STATUS

| 1. **Company / Organization’s Financial Status** | |
| --- | --- |
| **Item** | **Value USD** |
| Gross Turnover 2020 |  |
| Gross Turnover 2021 |  |
| Gross Turnover 2022 |  |
| *Maximum contract value in relation to which your Company can be engaged:* |  |
| USD 0 – 30,000 | ☐ |
| USD 30,000 – 100,000 | ☐ |
| USD 100,000 – 500,000 | ☐ |
| above USD 500,000 | ☐ |
| Maximum “Bank Guarantee” amount available to the Company/Organization (Optional) |  |
| Last two years audited accounts or alternative assessed within WFP’s discretion are attached to prove the information stated above | ☐ |

## TABLE IV. SUPPLIER RELEVANT EXPERIENCE

List at least 4 contracts in the last two years relevant to the provision of third-party monitoring and evaluation services in Nigeria.

| 1. **Company / Organization’s Relevant Experience** | | | | |
| --- | --- | --- | --- | --- |
| **Commenced** | **Completed** | **Type of Contract** | **Total Value (USD)** | **Client Organization** |
| **(Month / Year)** | **(Month / Year)** |  |
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Provide copies of contracts/Purchase orders.

| **Client References (At least 3)** | | | |
| --- | --- | --- | --- |
| **Client Organization Name** | **Name of Contact Person** | **Tel.** | **Email** |
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## TABLE V. SIGNATORY & ORGANIZATION STAMP

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| --- | --- |
| 1. **Signatory** | |
| Name of Applicant Company/Organization: | |
| Name of the authorized representative: | Signature: |
| Title: | Date: |