

TERMS OF REFERENCE FOR SERVICE CONTRACTING MICRO ASSESSMENT on LTA; RFP 9186258

Assignment	HACT Micro Assessment
Estimated budget	\$1.00
Budget Source	Non-Grant
Location	Abuja and other states in Nigeria
Duration	24+12 months
Delivery time	TBC
Start date	1st Jan 2024
End date	31 December 2027
Reporting to	Chief Planning & Monitoring
Closing date for proposals	7 th November 2023; submitted online to ngrsupply@unicef.org

1. JUSTIFICATION/BACKGROUND

The micro assessment is part of the requirements under the Harmonized Approach to Cash Transfers (HACT) Framework. The HACT framework represents a common operational framework for UN agencies' transfer of cash to government and non-governmental implementing partners. The HACT framework refers to the following four main processes: (1) capacity assessments (macro assessment and micro assessment); (2) cash transfers and disbursements; (3) assurance activities; and (4) financial management capacity development.

UNICEF Nigeria acts as the Lead Agency to organize and conduct the bidding process and enter into one or several Long-Term Arrangement(s) (LTA) with one or several qualified experts, on behalf of UN Agencies in Nigeria. Any of the listed entities (UNDP, UNFPA, UNICEF, or others) will be considered as a contract party and will be offered similar treatment and contractual conditions. The LTA may be extended for use to other local UN Agencies applying HACT Framework or its elements.

The micro-assessment assesses the IP's control framework. It results in a risk rating (low, moderate, significant or high). The overall risk rating is used by the UN agencies, along with other available information (e.g. history of engagement with the agency and previous assurance results), to determine the type and frequency of assurance activities as per each agency's guideline and can be taken into consideration when selecting the appropriate cash transfer modality for an IP. This TOR has been developed to guide United Nations agencies (UN agencies), third-party service providers and implementing partners (IPs) through the objectives, scope, logistics and deliverables of performing micro assessments. The orders, under the signed LTA(s) will be placed directly by the requesting UN Agency (UNDP, UNFPA, UNICEF, or other) referred hereinafter to as "Order Placing Agency".

The envisaged LTA(s) are time-bound non-binding agreements, with no commitment to purchase any volumes of services.

2. OBJECTIVE OF THE MICRO ASSESSMENT

The overall objective of setting up the LTA(s) is to facilitate and speed up purchasing professional periodic services for UN Agencies in Nigeria at the most reasonable cost. The selected firm will conduct the micro-assessment and prepare a report on factual findings based on agreed-upon procedures. Users of the report will assess the findings reported by the firm and draw their own conclusions.

The micro-assessment provides an overall assessment of the Implementing Partner's programme, financial and operations management policies, procedures, systems and internal controls. It includes:

- A review of the IP legal status, governance structures and financial viability; programme management, organizational structure and staffing, accounting policies and procedures, fixed assets and inventory, financial reporting and monitoring, and procurement;
- A focus on compliance with policies, procedures, regulations and institutional arrangements that are issued both by the Government and the Implementing Partner.

It takes into account the results of any previous micro assessments conducted of the Implementing Partner.

3. SCOPE OF THE WORK (WORK ASSIGNMENT)

The micro-assessment is performed by a third-party service provider and includes a site visit to the IP. The assessment primarily consists of interviews with IP personnel and a review of relevant documentation sufficient to complete the micro-assessment questionnaire. The questionnaire provides an overall risk rating based on the responses provided:

- **Low risk** – Indicates a well-developed financial management system and functioning control framework with a low likelihood of negative impact on the IP's ability to execute the programme in accordance with the work plan.
- **Moderate Risk** – Indicates a developed financial management system and control framework with a moderate likelihood of potential negative impact on the IP's ability to execute the programme in accordance with the work plan.
- **Significant Risk** – Indicates an underdeveloped financial management system or control framework with a significant likelihood of potential negative impact on the IP's ability to execute the programme in accordance with the work plan.
- **High Risk** – Indicates an underdeveloped financial management system and control framework with a high likelihood of potential negative impact on the IP's ability to execute the programme in accordance with the work plan.

The overall risk rating is used by the UN agencies, along with other available information (e.g. **history of engagement with the agency and previous assurance results**), to determine the **type and frequency of assurance activities as per each agency's guidelines**. It can be taken into consideration when selecting the appropriate cash transfer modality for an IP, based on each agency's business model.

The third-party service provider receives general information regarding the IP and the programme from the Order Placing Agency/ies' HACT focal point and/or the inter-agency coordinator in preparation for any given assessment and documents to be provided below). The service provider reviews this documentation in advance of performing a site visit to the IP. The service provider should also provide the IP with an advance request of the documents and interviews they would like to have while on-site to ensure efficient use of time.

The UN agency/ies provide the following documentation to the service provider for review before starting fieldwork:

- Copy of the latest macro assessments performed for the country;
- UN agency/ies' work plan(s) and programme documents with the IP
- Copies of reports of any micro assessments or other relevant assessments previously performed on the IP e.g. review of the IPs or Country's Public Procurement System to determine its compatibility with the UN's Procurement Rules and Regulations
- Copies of reports of any financial or internal control audits and spot checks previously performed on the IP and
- IP and Programme information.
- Any other documentation that may help the service provider better understand the context from a United Nations perspective.

4. REALISTIC DELIVERY DATES AND DETAILS ON HOW THE WORK MUST BE DELIVERED

The assessment should be completed (including the site visit and report issuance) within four weeks of engaging the third-party service provider for each assessment. The third-party service provider also completes the micro-assessment questionnaire based on the procedures performed during the assessment period. The service provider discusses the results of the questionnaire with relevant IP personnel and the UN agency/ies' focal point before finalising it. Upon finalization, the service provider delivers an executive summary detailing the overall risk rating, specific identified risks, and the completed questionnaire.

The micro-assessment report is to be delivered in the format given in and recorded in eTools with key findings and recommendations.

5. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE OF THE THIRD-PARTY SERVICE PROVIDER

The third-party service provider must be experienced in performing assessments similar to a micro assessment and assessing risks related to organizational financial management capacity (i.e. accounting, reporting, procurement and internal controls) and any other assessment (i.e Logistics, procurement and warehouse management assessment). The service provider must also have knowledge of the United Nations system and the development sector.

CVs of all members of the assessment team should be provided to the commissioning UN agency/ies. They should include details on engagements carried out by relevant staff,

including ongoing assignments indicating responsibilities assumed by them and their qualifications and experience in undertaking similar assessments.

6. PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance will be monitored based on the quality and timely submission of the deliverables as indicated in the contract. UNICEF will provide feedback to the selected institution on the deliverables. Input will also be solicited from other participating UN agencies.

7. FREQUENCY OF PERFORMANCE REVIEWS

Day-to-day support for the assignment from the Order Placing Agency side will be provided by the responsible Officer and/or and will include the monitoring guidance, assessment of key information and informants, relevant information sharing via e-mail. Once the services are completed and the final report has been received and accepted by the Order Placing Agency, the firm will issue and submit the detailed invoice for payment referring to the LTA number and the corresponding service order.

Payments will be processed by the Order Placing Agencies in accordance with their own corporate rules and procedures. The firm shall comply with invoicing requirements set by the respective Order Placer.

There will also be an ongoing performance review on key deliverables and regular progress discussions with the Order Placing Agency during contract implementation.

8. CONTRACTS CREATED AGAINST THE LTA

Whenever the services are required, details of the requirement/deliverables, including quantities and deadlines, will be presented to the LTA Holder.

Upon receipt of confirmation of availability and interest in the assignment, a contract will be issued with the agreed fees in the LTA. The firm must sign the contract prior to the commencement of work.

Payment will be made after the completion of deliverables and submission of invoices for the actual work completed, subject to satisfactory performance.

9. UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE

In the case of unsatisfactory performance, the payment will be withheld until quality deliverables are submitted. If the firm cannot complete the assignment, the contract will be terminated by a notification letter sent 15 days before the termination date. In the meantime, UNICEF will initiate another selection process to identify appropriate firms.

10. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

__70__% technical

__30__% financial

100% total

A, Technical proposal should include the following:

- 1) Overall Response (15 points)
 - Completeness of response
 - Overall accord between TOR/needs and proposal
- 2) Company and Key Personnel (30 points)
 - range and depth of organisational experience with similar projects
 - samples of previous work- this includes at least one assignment done previously.
 - number of customers, size of projects, number of staff per project
 - key personnel: relevant experience and qualifications of the proposed team for the assignment
 - company policy on child labour, safeguarding and prevention of sexual exploitation and abuse (articulate policies for the protection & and safeguarding of children and prevention of PSEA) - mandatory
- 3) Proposed methodology and approach (25 points)
 - A workflow template showing the sequence, detailed sampling methods and timeline for a sample activity
 - Quality assurance mechanism and risk mitigation measures in place
 - Ethical considerations and how the firm will address them

Minimum technical score: 70% of 70 points = 49 points

Technical Proposals receiving 70% of the obtainable points (70) or higher will be considered technically responsive, and the financial proposal will be opened. Proposals considered not technically compliant and non-responsive will not be considered further.

B. Financial Proposal: 30 points

- The total all-inclusive fee for conducting one micro-assessment. Please note that the IPs offices are spread across all the states/geographical zones of Nigeria. Most of the micro-assessment will be conducted in the state capitals.
- The all-inclusive fee should cover any relevant costs that may be incurred during the service provision, such as transportation and subsistence costs. No additional direct or indirect costs will be reimbursed by the Order Placing Agency.
- The e-Tools insertion fee – applicable for UNICEF assignments only. This is the fee charged for entering the micro-assessment-related information and uploading the reports to the online platform.

11. Other Clauses: PSEA Language

Consistent with the UN Secretary General's Bulletin related to "Special measures for protection from sexual exploitation and sexual abuse" (ST/SGB/2003/13), entities and individuals entering into cooperative agreements with an agency of the United Nations are obligated to "take preventative measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred." Failure to do so "shall constitute grounds for termination of any cooperative arrangement with the United Nations." The third-party contractor is expected to have in place explicit policies related to the prevention of sexual exploitation and abuse of beneficiaries, including a commitment to the IASC 6 Core Standards (IASC/2002), and the investigation of such cases. Where the third-party contractor does not have enough capacity for the investigation of such cases, it should request the support of UNICEF. Reasonable suspicion of sexual exploitation or abuse of beneficiaries may be reported by any individual to UNICEF if the complainant so prefers.

12. CONDITIONS

- The third-party contractor will work on its computer(s) and use its office resources and materials in the execution of this assignment. **The contractor's fee shall be inclusive of all office administrative and travel costs.**
- Local travel and airport transfers (where applicable) will be covered in accordance with UNICEF's rules and tariffs. (Flight costs will be covered at economy class rate as per UNICEF policies).

Please also see UNICEF's Standard Terms and Conditions attached.

Instructions to bidders:

1. Proposals should be made separately: Technical and Financial. Technical should not have financial information as such technical proposal will be disqualified.
2. All completed proposals should be submitted to this email address: ngrsupply@unicef.org with the RFP reference number: 9186258. Your proposals will not be considered nor opened failure to quote the RFP number on your forwarding email.
3. Deadline for submission is 7th November 2023
4. Financial proposal that includes cost per states in accordance to the brief in the ToR above.
5. Financial proposal should be valid for at least 36 months. Cost should be inclusive of travels

