

Request for Proposals for Mapping of Local Civil Society Organizations in Iraq



[January 18, 2024]

Dear Sir/Madam,

You are invited to submit a proposal for iMMAP Inc with the requirements mentioned herein. The purpose of this request for proposal (RFP) is to identify suitable provider(s) to undertake a mapping of local civil society organizations in Iraq.

iMMAP Inc is an international non-governmental organization (INGO) that provides targeted Information Management (IM) support to partners responding to complex humanitarian and development challenges. For more than 10 years, iMMAP Inc has promoted measurable change in people's lives through the core philosophy that better data leads to better decisions, which ultimately lead to better outcomes.

We anticipate that the bidder whose proposal suggests the best solution in response to the requirements set forth in this RFP will be selected by **February 8th, 2024**.

We thank you for your effort, and interest in iMMAP Inc in advance.

1. INTRODUCTION

1.1 Background

iMMAP Inc. is an international nongovernmental organization that provides information management services to humanitarian and development organizations. Through information management, we help our partners target assistance to the world's most vulnerable populations. Our core philosophy is that better data leads to better decisions and that better decisions lead to better outcomes. iMMAP's critical support to information value chains helps to solve operational and strategic challenges of our partners in both emergency and development contexts by enabling evidence-based decision-making for better outcomes.

Scope of Services

iMMAP Inc invites bidders to provide bids to undertake a detailed mapping of local civil society organizations across all 19 governorates of Iraq, including;

- Civil society/nonprofits/CBOs
- Regional/national/local NGOs
- Faith-based Organizations
- Academic Institutions

2. ADMINISTRATIVE INFORMATION

2.1 Expected Time Period for Framework Agreement

February 20th, 2024 – April 20th, 2024.

2.2 RFP Coordinator

Written questions must be directed, via email, to cpritchard@immap.org

2.3 Proposer Inquiries

iMMAP Inc will consider written proposer inquiries regarding RFP requirements or Scope of Services before the date specified in the Calendar of Events. iMMAP Inc reserves the right to modify the RFP should a change be identified that is in the best interest of iMMAP Inc.

To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail at cpritchard@immap.org by **23:00** local time on **January 27, 2024**, as specified in the Calendar of Events. Any and all questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be sent via email to all proposers by the date specified in the calendar of events.

Only the **RFP Coordinator** has the authority to officially respond to a proposer's questions on behalf of iMMAP Inc. Any communications from any other individuals are not binding to iMMAP Inc.

2.4 Calendar of Events

Event	Date
Release RFP	January 21, 2024
Deadline for receiving proposer inquiries	January 27, 2024
Responses to proposer inquiries due	January 29, 2024
Proposal submission deadline	February 03, 2024
Announce award of "Successful Proposer"	February 08, 2024
Execute Framework Agreement	February 18, 2024

Note: iMMAP Inc reserves the right to amend and/or change this calendar of events/schedule of RFP activities as it deems necessary.

3. PROPOSAL INFORMATION

3.1 Proposal Response Location

Iraq

3.2 Desirable Qualifications of Proposer

The RFP is open to individuals and registered limited companies. The proposer must demonstrate significant experience in undertaking similar assignments, with a background in research and/or coordination within the humanitarian and development sectors in Iraq. Please see the Terms of Reference for further details on qualifications and experience.

3.3 RFP Addenda

iMMAP Inc reserves the right to change the calendar of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

3.4 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by iMMAP Inc to award a Framework Agreement. iMMAP Inc reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement.

3.5 Withdrawal and Re-submission of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.6 Cost of Preparing Proposals

iMMAP Inc is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a Framework Agreement. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer and shall not be reimbursed in any manner by iMMAP Inc.

3.7 Errors and Omissions in Proposal

iMMAP Inc will not be liable for any errors in proposals and reserves the right to make corrections or

amendments due to minor errors identified in proposals. iMMAP Inc, at its option, has the right to request clarification or additional information from the proposer.

3.8 Contract Award and Execution

iMMAP Inc reserves the right to enter into a Framework Agreement without further discussion of the proposal submitted based on the initial offer received. iMMAP Inc reserves the right to Framework Agreement for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any Framework Agreement between the selected consultant and iMMAP Inc.

If the Framework Agreement negotiation period exceeds 14 calendar days or if the selected proposer fails to sign the final Framework Agreement within 5 business days of delivery of it, iMMAP Inc may elect to cancel the Framework Agreement and award the Framework Agreement to the next-highest-ranked proposer.

4. RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Proposal submission must be received via emails directed to the following email:

amahdi@immap.org

The proposals must be received in two separate files, requiring suppliers to submit the technical details and financial proposals separately.

The proposals shall be received on or before **February 03, 2024**, the date specified in the aforementioned Calendar of Events.

It is solely the responsibility of each proposer to assure that their proposal is received prior to the deadline for submission. Proposals received after the submission deadline will not be considered.

4.2 Certification Statement

The proposer must sign and submit the Certification Statement shown in ANNEX II.

4.3 Proposal Format

The proposer should submit a proposal as specified in ANNEX I which shall include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to provide videography services described herein. The proposer should respond to all requested specifications and items.

Proposers shall also submit ANNEX II and ANNEX III (Financial Bid Form) separately, filled and signed.

5. EVALUATION AND SELECTION

5.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by iMMAP Inc, which will determine the proposal most advantageous to iMMAP Inc.

5.2 Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration. Risk mitigation procedures should also be provided. iMMAP Inc takes meeting duty-of-care obligations and compliance with the principles of 'do no harm' very seriously.

5.3 Evaluation and Review

The purpose of the RFP process is to secure the contractor most capable of providing the services specified in this document. Selection of the contractor will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. iMMAP Inc reserves the right to award a Framework Agreement based upon initial offers received. Proposals submitted should follow the format in ANNEX II.

The criteria for the evaluation process will be weighted as follows:

- Technical - 70%
 - Financial - 30%
- (100% total)

Marking Criteria:

Minimum eligibility criteria (*Pass/Fail*)

- 1) For individuals consultants;
The bidder confirms they hold the required qualifications and experience to undertake the assignment, including certificates, CV and supporting letters.
For registered limited companies;
The Bidder confirms it is fully qualified, licensed and registered to trade with iMMAP Inc (including compliance with all relevant local Country legislation).
- 2) This includes the Bidder submitting the following requirements (where applicable):
 - a. Legitimate business address
 - b. Tax registration number & clearance certificate
 - c. Business registration certificate
 - d. Bank account details
- 3) Bid validity period Bids should remain valid for at least 100 days (*Pass/Fail*)
- 4) Adherence to RFP requirements (*Pass/Fail*)
- 5) Bidders must confirm that they adhere to iMMAP Inc.'s preferred payment terms and conditions, namely, through bank transfer or check, within 30-days following receipt of an approved invoice.
- 6) Submission of separate Technical and Financial Proposals along with submission of Annexes.

Capability Criteria

- 1) References and Similar Work (*Scoring weight: 25%*)
 - a. Bidder shares two (2) examples of their experience in providing services like those included within the scope of this tender. Mentioning scope of work undertaken, location, methodology, any tools utilized, details of contractor/employer, duration of assignment, examples of deliverables produced (where feasible).
 - b. Any examples of sample work provided must be for similar assignments within a similar environment/context to that in which iMMAP Inc operates.
 - c. (Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted/visited by iMMAP Inc)
- 2) Bidder profile and previous experience in similar assignments, including CV and portfolio of all

individuals proposed to undertake the work. Where more than one individual is proposed, provide a project team breakdown outlining the role of each (Scoring weight: 20%)

- 3) Technical breakdown showing implementation methodology, timeline and approach to ensure the completion of the required scope of work (Scoring weight: 25%)

Financial Criteria

Marks will be given using the following formula: Minimum price offered/price being reviewed

(Scoring weight: 30%)

Currency of the Bid

iMMAP Inc. anticipates the submission of bids in Iraqi Dinars. Nevertheless, bids received in US Dollars will be converted to IQD for the purpose of comparison, in accordance with the Central Bank of Iraq's prevailing exchange rate.

Announcement of Contractor

The **RFP Coordinator** will notify the successful proposer and proceed to negotiate terms for final Framework Agreement.