



DEMANDE DE DEVIS (DdD)

Adresse Bureau de CRS

#1 Delmas 81, Port-au-Prince, Haiti | HT6120 | Box 1118

Date: February 29, 2024

Référence No : HT5083

Dear

The **Catholic Relief Services (CRS)** representation in **Haiti** is seeking qualified suppliers who can provide the following items/materials/services attached.

INSTRUCTIONS for preparing your proposal

Submission deadline	March 7, 2024, 4:00 PM (local time)
Send offer	If offer less than 10,000.00 USD (or its equivalent in gourdes) crs_haiti_procurement@crs.org
	If offer greater than 10,000.00 USD (or its equivalent in gourdes) to: ht_proc@crs.org
	The subject of the email must have the Reference No. + company name

In exceptional cases, if you choose to send your offer physically, it must be sent to the CRS office which made the request in a sealed and closed envelope, the reference number written on this envelope.

Delivery Terms	After receipt of the Purchase Order
Place of delivery	CRS Office Port Au Prince
Payment terms	14 days at the latest after complete delivery and invoice submission
Payment terms	Bank transfer
Validity of the Offer (# of days)	45 days
Documentation	<ul style="list-style-type: none">• Letter of Intent• Detailed technical proposal including work plan and methodology• Detailed proposed budget for the service• CV with relevant diplomas <u>See the eligibility conditions on page 2 of the application</u>
Cash	Gourde (HTG) or in American Dollar in (USD) - excluding TCA. All conversions from USD to HTG for payment will be made based on the CRS operational exchange rate on the day of payment;
Language	French or English

These criteria will be used by CRS For the evaluation of the offers.

A. ELIGIBILITY OF THE PROPOSAL

Criteria that bidders must meet to advance to the next evaluation cycle. If a bidder does not meet any of the essential criteria, it will be immediately excluded from the tender process. These criteria are noted as “Pass”/“Fail”.

B. AWARD CRITERIA

CRS is committed to conducting a fair and transparent tender process and ensuring that all bidders are treated and evaluated equally during this tender process. Bidders' responses will be evaluated based on three weighted categories of criteria:

1. Technical evaluation of the proposal (60%)

Criteria used to evaluate the bidder's ability, skills and experience against the requirements. Offers will be evaluated according to the same previously agreed criteria.

2. Financial assessment (40%)

Criteria used to evaluate the commercial competitiveness of an offer. Offers will be evaluated according to the same previously agreed criteria.

The bidder must attach to his offer: A legal identity of the company (business license/patent, professional identity card or legal documents).

Incomplete offers may not be reviewed

ZERO TOLERANCE FOR ANY FORM OF FRAUD

CRS considers 1) business integrity as the basis of business relationships, 2) Prohibits all types of bribery, corruption, money laundering and terrorist financing, 3) Prohibits gifts to private officials or public aimed at influencing commercial decisions or encouraging them to act contrary to their obligations.

If you have any concerns or suspicions regarding non-compliance with the points listed above, you should report them by email to the following address within 24 hours: HT_CountryRepresentative@crs.org

A. ELIGIBILITY CRITERIA

Piece	Form required
- Full address with contact details (phone & email)	
- The profile of the firm and/or its administrative staff	
- An idea of the Organizational Structure of the company _	
- Extract of registration in the Commercial Register (Patent / Receipt) up to date, under penalty of rejection of the file	Copy
- Up-to-date tax registration certificate (NIF + Discharge)	Copy
- Current license from the institution or professional	Copy
- A valid identity document of the first person responsible, under penalty of rejection of the file	Copy
- Act of legal recognition or incorporation of the company	Copy
- Banking information (Account, Bank, Currency)	Copy
- ID card professional	Copy
- Proof of contracts similar	Copy
- Institution reference , NGO	Copy
❖ Letter of Intent	Original
❖ Detailed CV of training and experience	Original,
❖ Relevant certificates and/or diplomas	Copy
❖ Detailed proposed budget for the service	Original
❖ Detailed technical proposal	Original

B - EVALUATION CRITERIA

1. Technical evaluation

BASIS FOR TECHNICAL ANALYSIS OF THE OFFER	MAXIMUM SCORE	BIDDERS			
		A	B	C	D
TRAINING: Qualification in (Animation, Coaching, Business Development, Project Design, Mentoring, Monitoring and Evaluation, Statistics, etc.) <ul style="list-style-type: none"> ❖ Master degree = 15pts max ❖ License = 10pts max ❖ Diploma = 5 pts max 	20 pts				

CV: Consulting experience in (Animation, Coaching, Business Development, Project Design, Mentoring, Monitoring and Evaluation, Statistics, etc.) ❖ 5 and more = 20pts max ❖ 3 @ 5 years = 15pts max ❖ 1 @ 3 years = 10pts max	20pts				
Technical Approach ❖ Detailed execution plan = 5pts max ❖ Execution methodology = 10pts max ❖ Detailed activity timeline = 5pts max	20pts				
Total	60pts				

1. Financial evaluation

BASIS OF FINANCIAL ANALYSIS	MAXIMUM SCORE	BIDDERS			
		A	B	C	D
Supplier rating = maximum points x (Allocated budget / supplier price)	40pts				

CALENDAR

• Deadline for receipt of proposals: March 7, 2024
• Opening, Analysis and selection: March 12, 2024
• Negotiation with the winner: March 13, 2024
• Date of contract signing: March 15, 2024

TDR
AYITI Pi Djanm

Work's extent

“Gender, Youth and Social Dynamics Consultant”

Duration of consultation: 3 months

Project Overview

Ayiti Pi Djanm (“a Stronger Haiti”) is a five-year project which started in December 2021 that is reaching nearly 90,000 participants and more than 17,000 households across 12 communes in the Sud and Nord-Est departments of Haiti to improve food and nutrition security and resilience to shocks. Recognizing that families exist in a larger social environment and do not build resilience alone, the consortium led by Catholic Relief Services (CRS) is partnering with communities to build resilience capacities at the household and community levels, as well as transformative capacity at structural levels. The project places a special importance on the leadership of women and young people as key pillars to strengthen households and communities.

Purpose

Ayiti Pi Djanm (APD) is working on agriculture livelihoods, natural resource management, nutrition, and youth engagement to build resilience in the targeted 12 communes. This includes a transversal focus on gender inclusion and consideration of the unique time and labor burden on women in rural Haitian families. APD has also prioritized youth engagement, working to build entrepreneurial skills and integration into community mechanisms. Specifically, Ayiti pi Djanm is in the process of organizing an indepth training course for 120 young people in each of the communes using the “Mwen ap fe Biznis” curriculum. Following the completion of the training, 25% of the participants will be selected to receive a micro-grant via a business plan competition. Following the receipt of funds, the young people will be part of a mentoring program and receive coaching from the team to support their businesses. Other activities for the youth include a youth leadership network, annual youth retreats, youth-led community service projects, and a youth-bakery start up. The program also has a continuing evaluation and learning on the inclusion and impact of program activities on women and leaders which includes collaboration with the Washington University of Saint Louis.

APD is seeking a consultant to provide leadership in execution of the GYSD action plan established by the program for the implementation of the youth engagement activities and the gender inclusion. The consultant will contribute to monitoring, evaluation, accountability and learning (MEAL) efforts for related project components, including defining targets, analyzing and monitoring data, and contributing to the GYSD Learning Agenda. In addition to other deliverables, the consultant will provide technical supervision to the Youth SPOs and the Protection/GBV officer.

Objectives

The primary objective of the assignment is to work with APD consortium staff to ensure full inclusion and support to women and youth in alignment with the Ayiti pi Djanm goal to build resilience among vulnerable households. The consultant will ensure that there are clear milestones and workplans in place as well as direct communication between the GYSD team and the sector leads and field teams. The consultant is responsible quality implementation of the GBV and youth engagement activities as per the project documents and GYSD workplan. The consultant will bring their experience with similar projects internationally with the goal of adapting lessons learned to the Haitian context. Objectives for the assignment include:

1. Coordinate the GYSD team to ensure high quality program implementation
2. Ensure the timely delivery of the Mwen ap fe Biznis curriculum for Cohort 2 in the remaining communes. Maintain the tracking document for the training.

3. Put in place and execute a plan for the GYSD team to select and award the micro-grants for youth entrepreneurs based on the business plan competition. Maintain the tracking document for the youth entrepreneurs.
4. Support the GYSD team to ensure the implementation of the mentoring program with the local business people.
5. Ensure the quality of work in the development of the youth leader charters and implementation of the network activities
6. Support the SPOs in the planning of the annual youth retreat (Kan Lajenes)
7. Reactivate the review and updating of the GBV referral mapping
8. Establish a training calendar with the GBV/Protection officer to ensure training of the program staff on the referral process
9. Provide leadership on the work with AFASDA to implement safe space programs in the north east for adolescent girls.
10. Capture research, lessons learned, and success stories for the youth engagement approach
11. Participate in the learning process for the time-labor study and the youth market opportunities.

Deliverables

Deliverables include:

1. Consolidated workplan for GYSD is updated monthly and integrated into the APD workplan
2. Activity report on the completion of Cohort 2 Mwen ap fe Biznis
3. Updated tracking report for Mwen ap fe Biznis participants
4. Activity report on the business plan competition and the awarding of grants to participants
5. Updated tracking report for youth entrepreneurs
6. Updated tracking report for youth mentor activity
7. Finalized charters for youth networks in Sud & Nord Est
8. Final TDY for Kan Lajenes FY24
9. Validated workplan and budget for AFASDA for FY24, updated quarterly
10. Validated quarterly report from AFASDA including M&E data
11. Required data collection for Youth Market Study completed and shared with SLA
12. Participant registration for Mwen ap fe Biznis, Youth Entrepreneurs, and Lakay Pam completed and uploaded to program database
13. Quarterly monitoring data is collected, validated and entered into program database, In collaboration with M&E Lead.
14. Quarterly GYSD report for APD and support to respond to Issues Letters from USAID

Timeline

The duration of performance of this assignment will be approximately 3 months starting in March 2024.

Required application documents for individuals

- Letter of intent
- Detailed technical proposal including workplan and methodology
- Detailed proposed budget for the service
- CV with relevant diplomas

Essential Qualifications required

- Bachelor's degree required, master's degree preferred
- Proven experience in presenting, facilitating and coaching

Supplier Code of Conduct

- Minimum of five years of relevant work experience in international development, with a focus on gender and youth inclusion
- Demonstrated application of technical principles and concepts in gender, youth and social dynamics. General knowledge of other related disciplines to ensure proper cross-sectoral approach.
- Experience in business development, project design and proposal development in gender, youth and social dynamics, including technical writing.
- Experience in mentoring, coaching, facilitation and training applying adult learning principles and practices.
- Experience with program monitoring and evaluation, including applying data collection tools and methodologies, data analysis, and data presentation.
- Experience and skills in networking and relations with donors, peer organizations, and faith-based and civil society partners. Understanding of partnership principles.
- Fluency in French & English

CODE OF CONDUCT FOR SUPPLIERS OF GOODS AND SERVICES

CRS is committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully comply with contractual obligations to include CRS terms and conditions, relevant/otherwise applicable local laws and adhere to internationally recognized environmental, social and corporate governance standards. We also expect our suppliers to apply these standards with their suppliers and subcontractors as inspired by the [United Nations Global Compact Initiative](#), [the United Nations Guiding Principles and Human Rights](#), [the ILO Declaration on Fundamental Principles and Rights at Work](#), [The Ethics in Business Initiative \(ETI\) Code of Conduct](#), and [CRS Policies, Procedures and Standards](#) applicable.

1) Social

- Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and human trafficking. Any sexual activity with a child, defined as someone under the age of 18, is considered sexual abuse regardless of the local age of consent.
- Have mechanisms in place to actively prevent, address and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and human trafficking.
- Support the protection of internationally proclaimed human rights and prohibit forced labor, debt bondage, involuntary labor and child labor.
- Do not recruit or employ children under the age of 15. Do not recruit or employ children under the age of 18 for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and provide a safe and hygienic workplace that complies with national laws and is free from discrimination based on race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above as well as any potentially illegal practices by management or employees.
- Commit to protecting whistleblowers from retaliation
- Respect freedom of association and the right to collective bargaining in accordance with applicable laws.
- Ensure that wages and working hours meet national legal standards.

2) Governance

- Comply with all applicable domestic and international business laws and regulations, including, but not limited to, anti-monopoly (antitrust) laws, trade regulations and sanctions regimes.
- Consider business integrity the foundation of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorist financing.
- Prohibit gifts to private or public officials intended to influence business decisions or encourage them to act contrary to their obligations.
- Respect the confidential information and privacy of all employees and business partners and protect data and intellectual property from misuse.
- Establish data protection and management standards regarding data collection, backup, cleaning and disposal. The data owner must be aware of the terms and conditions of data sharing and must provide consent in accordance with the [CRS Responsible Data Values and Principles](#).

- Implement appropriate compliance management policies and procedures that facilitate compliance with applicable laws, regulations and standards.

3) Environment

- Comply with all applicable environmental, health and safety regulations.
- Promote the safe and environmentally friendly development, manufacturing, transportation, use and disposal of your products.
- Ensure, using appropriate management policies and procedures, that product quality and safety meet applicable requirements
- Protect the life and health of your employees and those around you, as well as the general public, from the dangers inherent in processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste and emissions to air, water and soil.

CRS reserves the right to conduct due diligence audits or verification to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for failure to comply with the requirements mentioned above.

If you have any concerns or suspicions about any form of harassment, abuse and exploitation described above and in the CRS Safeguarding Policy, illegal or inappropriate conduct, you should report through one of the following channels :

- CRS Whistleblowers website: <http://bit.ly/crshotline>
- E - mail : 3BT.Lert@crs.goldg3T
- Skype: 1-866-295-2632
- Postal mail :

Attention: Director of the legal department
Catholic Relief Services
228 W. Lexington Street
Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as a partner, you show your commitment by adhering to your own code of conduct or company policies that meet these standards.

By agreeing to do business with CRS in the form of a purchase order, contract or agreement, you doubly accept the roles and responsibilities of your organization described in this document.

Reconnaissance

JeIdentifié par _____, représentant de
_____ N/A _____ déclare par la présente que j'ai lu, compris et accepté ce code de
conduite.

Signature :