INVITATION TO TENDER (ITT)

GPE Community–Level Actors Consultation – March 2021

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1 Introduction

1.1 Overview of Elrha

We are Elrha, a global charity that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators and the private sector to tackle some of the most difficult challenges facing people all over the world. We equip humanitarian responders with knowledge of what works, so that people affected by crises get the right help when they need it most. We have supported more than 200 world-class research studies and innovation projects, championing new ideas and different approaches to evidence what works in humanitarian response.

Further information on Elrha and the work that we do is available from Home - Elrha.

1.2 Scope of the Community-Level procurement

1.2.1 SUMMARY OF THE ASSIGNMENT

Elrha seeks proposals to conduct consultations with community-level actors aimed at increasing the impact of humanitarian research and innovation investments globally through aiding coordination around priorities. It builds on an earlier mapping exercise that was carried out in 2017 and a new report currently being conducted by Elrha (which will update the findings of the 2017 mapping report). You can see a previous version of the 2016/17 Global Prioritisation Exercise for Research and Innovation in the Humanitarian System, Elrha, 2017, https://www.elrha.org/wp-content/uploads/2017/03/Elrha-GPE-Phase-1-Final-Report_Nov-2017.pdf. The new mapping exercise builds on the 2017 report by identifying trends in investments on humanitarian research and innovation, but it will have a stronger focus on areas such as emerging strategic interests and investments. It will form part of a wider process, the Global Prioritisation Exercise, coordinated by Elrha.

The exercise is funded by the governments of the UK and the Netherlands.

1.2.2 BACKGROUND

Humanitarian needs continue to grow. The UN reports there will be 235 million people in need of humanitarian assistance and protection in 2021. Numbers affected by conflict and displacement have increased significantly, with an estimated 51 million new and existing internally displaced people and 20 million refugees. Factors including climate change, poverty, increased rates of infectious diseases, food security, poor services and infrastructure.

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3 Global Humanitarian Overview 2021
all combine and interact to increase the numbers of people vulnerable to, and affected by, humanitarian crisis.

As humanitarian needs continue to grow, UNOCHA report a 40% gap in 2020 between inter-agency appeals for funding of humanitarian assistance and funds committed. This is a consistent trend over years in humanitarian financing. These trends highlight the need for new ways of working.

Research and innovation have a valuable role in supporting humanitarian by increasing the evidence basis of humanitarian response and identifying innovative solutions to challenging and intractable problems. However, current levels of investment in the sector remain low. The best effort to quantify investment in humanitarian research and innovation identified that spending at that time (2014-15) was significantly lower than other sectors, under 0.4% of total annual expenditure.

The Global Prioritisation Exercise

This assignment is one workstream in the Global Prioritisation Exercise. The assignment in this ToR is one part of a broader Global Prioritisation Exercise (GPE), through which Elrha aims to improve outcomes for people affected by humanitarian crises. It will do so by enabling the humanitarian community to target global and regional humanitarian research and innovation capabilities, and resources, to the most pressing problems.

The GPE responds to some key challenges in relation to humanitarian research and innovation including:

a) An urgent need for effective mechanisms to support coordination and targeting between actors and funders of research and innovation investments, leading to increases in efficiency, effectiveness and equity.

b) A lack of visibility around investment data and initiatives. This includes the scope and depth of investment and initiatives underway, and the financial value of current investments into humanitarian research and innovation.

c) A need to shift funding allocations to organisations closer to where humanitarian needs are most directly experienced, in line with the Grand Bargain localisation agenda.

With the financial support of the governments of the UK and the Netherlands, the GPE will:

a) provide updated and in-depth mapping of humanitarian research and innovation activity (investments and initiatives);

b) undertake a separate global and regional consultation process to identify priorities for humanitarian innovation and research;

c) roll out further communication and engagement processes to build involvement in and support for strategic coordination and collaboration to maximise the impact of humanitarian research and innovation investments.

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5 https://interagencystandingcommittee.org/grand-bargain
d) Influence the humanitarian community funding priorities to increase the alignment between needs and investments.

**Programme activities for the 2021 GPE**

The 2021 GPE programme aims to increase the impact of humanitarian research and innovation by:

- Making the case for the importance of research and innovation investments, in terms of impact and value for money, in comparison to other humanitarian spend.
- Advocate donors adopt behaviours that promote higher quality and more impactful strategic investments.
- Encourage actors within the humanitarian system to contribute to making the humanitarian system more effective by using evidence to identify solutions to challenging and intractable problems.

We aim to equip donors with the knowledge and tools, to enable them to fund long-term transformative solutions that address the most pressing humanitarian problems.

**Phase 1: Updating the 2017 Global Mapping Report**

Elrha has commissioned a Global Mapping Exercise to provide a baseline of global humanitarian research and innovation activity. The Global Mapping Report will:

- Identify and map global humanitarian research and innovation initiatives, providing an overview of global outputs
- Update data on key actors for humanitarian research and innovation around the world, as these were last identified during the 2017 mapping exercise
- Map the type of humanitarian research and innovation investments globally and the quality of outcome
- Analyse strategic interests and investment trends.

The Consultations supplier (s) will have access to this information to support the delivery of this assignment.

**Phase 2: The Consultations**

To achieve the programme goals, the GPE will drive a strategic approach to research and innovation investment. The consultations will engage stakeholders at multiple levels to identify and prioritise problems in the humanitarian ecosystem.

In developing the priorities, we will collaborate with global, regional, national and local actors and communities previously or currently affected by humanitarian crisis to ensure efforts are coordinated and positioned to achieve maximum uptake and impact. The priorities these consultations will produce will not only focus on the shared needs but also draw on differences between various locations, crisis contexts, groups, themes and clusters. In addition to

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exploring alignment and disconnect across priorities and audiences, as well as gaps within the
system.

Therefore, this phase will include two consultations:

- **Global, Regional and National Consultation**: Guided in part by the results of the updated phase one Global Mapping Report, the second phase of the GPE will provide an essential qualitative compliment. This will be done through a **global consultation** with key stakeholders in humanitarian research, evidence and innovation systems, as well as in the humanitarian operational agencies (e.g. UN, INGOs). The aim is to identify priorities for research and innovation action and investments.

  To ensure geographical coverage, we will coordinate eight **regional consultations** in: Europe and North America, Central and West Africa, Southern and East Africa, the Middle East and Northern Africa, Central and South Asia, East Asia, the Pacific and Australia, and, South America and Caribbean. Through key informant interviews, online surveys and focus group consultations and other creative tools, regional and national stakeholders will be asked about their priorities, reflecting on research and innovation outputs mapped in phase one. They’ll also be asked about the key gaps, in funding future humanitarian evidence and innovation efforts.

- **Community-level consultation**: In addition to the Global, Regional and National consultations, a cross-cutting stream of consultations will engage with less formal regional and local grassroots networks, community-based organisations and representatives of people affected by crisis. The focus of this consultation will be to engage with organisations that undertake research, innovation or operational work that are less formal and don’t usually get involved in policy conversations but have valuable insights to share. To capture learning from different contexts, including crisis situations, we will aim to select community-led organisations in different geographic locations and/or represent groups that are underrepresented in humanitarian policy conversations. This can include but not limited to, people with disability, internally displaced people (IDPs), refugees, host communities, ethnic minorities; women and girls; and older people.

**Phase 3: Advocacy, uptake and action**

The consultations will generate reports and annexes to cover key actors in the humanitarian innovation and research space and within the wider humanitarian community. This phase of work includes the hosting of donor roundtables, with targeted advocacy activities aimed at global and regional levels through the media and public information domain.

This ITT relates only to the Communities Affected by Crisis Consultation in Phase 2.

1.2.3 PURPOSE, OBJECTIVE(S) & KEY ACTIVITIES

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7 Phases one and two are included in this proposal, further details on phase three are shared below as reference and pending additional funding will be implemented.
1.2.3.1 Aims and objectives

The purpose of this consultation is to:

- Contribute to a richer and more inclusive humanitarian research and innovation ecosystem by **consulting with people affected by crisis and community-based organisations to understand their priorities.**
- Identify and **map regional humanitarian research and innovation needs and priorities from the affected communities' perspective**, exploring any disconnects identified by the Global Mapping Report.
- Identify challenges and opportunities to impactful and inclusive research and innovation ecosystem.

**Definition of the humanitarian system and the humanitarian research and innovation ecosystem:**

In referring to the humanitarian system, we take a broad and inclusive approach in line with the definition used in the State of the Humanitarian System report (ALNAP), which considers the humanitarian system to be *'the network of interconnected institutional and operational entities through which humanitarian assistance is provided when local and national resources are insufficient to meet the needs of the affected population’.*

We understand the system to be diverse and constantly evolving, however within this there are key stakeholder groups that we believe are important to consider in an exercise looking at needs and priorities for humanitarian research and innovation. These groups include: communities affected by crises, civil society and national responders, governments (responding and donor), private sector (local and international), UN agencies mandated to provide humanitarian assistance, the International Federation of Red Cross and Red Crescent Societies and the International Committee of the Red Cross, international NGOs, along with key coordination mechanisms, such as the Global Clusters, the Inter-Agency Standing Committee and the Steering Committee for Humanitarian Response.

The understanding of who and what makes up the humanitarian research and the innovation ecosystem is still poorly defined and understood. The best effort to date is provided by the 2015 Centrim report, *Strengthening the Humanitarian Innovation Ecosystem* (Ramalingam, Rush, Bessant et al, CENTRIM 2015). They describe an innovation ecosystem as *‘The people, institutions, policies and resources that promote the translation of new ideas into products, processes and services’.*

They argue that “such ecosystems are characterised by:

- a clear sense of overall strategic vision around which to focus search and selection behaviour;
- a sufficient supply of key resources – especially finance and human resources – and clear routes to enable these to flow into the system;
- a high level of openness on the knowledge supply side, with networks feeding in and recombining ideas from different sources;
- a well-articulated sense of user needs delivered by high levels of user consultation, involvement and co-creation; and
- a capacity for ambidextrous working to enable both incremental and radical innovation processes – entrepreneurial exploration of novel solutions and mechanisms to ensure the mainstream can quickly assess and assimilate ideas evolving in this context.’
The authors’ assessment of the humanitarian innovation ecosystem in 2015 suggested there was a long way to go before these characteristics were embedded in our ways of working. However much has changed and developed within the humanitarian research and innovation landscape since then, and the proposed GPE will both seek to better understand how the components of the current ecosystem are working and make a significant contribution to the development of many key characteristics defined by the CENTRIM authors.

1.2.3.2 Deliverables

The Consultation will generate reports and annexes reflecting priorities, gaps, and examples of opportunities for improved investment strategies for humanitarian research and innovation. These will have been identified through consultations with people/communities affected by crises and communities led organisations.

The report should primarily focus on analysing and identifying humanitarian research and innovation priorities from the perspective of community-led organisations

The consultation aims to explore priorities (current and future) for the sector and the drivers shaping these choices. Applicants will need to determine the approach and type of questions that will best solicit answers to the following questions from the community consultations:

- What types of needs should be prioritised?
- How do we best identify problems that will create the most impact?
- What evidence is there that investment in humanitarian research is delivering a return on investment and improving people’s lives?
- What are the key gaps in evidence and infrastructure?

Some of the subsidiary areas that the report may explore are:

a) Analyse and identify the impact of humanitarian research, innovation and learning on the communities affected by crisis

By engaging community-led organisations and identifying examples of humanitarian interventions that were a result of humanitarian research and innovation activities, this component will try to:

- Explore both positive and negative impacts of humanitarian research, innovation and learning initiatives on the quality of life of communities affected by crisis.
- Assess the wider impact of humanitarian research, innovation and learning on the humanitarian performance and explore how communities decide their priorities.
- Identify examples of humanitarian research and innovation that failed to deliver the desired outcomes and benefits to the communities, and what lessons can be learned from them.
Applicants should include details of how the humanitarian interventions and/or research, innovation and learning activities will be determined and presented to the communities. They should consider a diverse set of interventions that cover the various humanitarian thematic areas and crisis.

b) Explore communities’ perspectives as humanitarian research and innovation agents

Communities’ engagement in research has the potential to contribute to more meaningful interventions that enable those affected by crisis to have their needs met. This consultation will try to assess the role communities affected by crisis play within the research and innovation ecosystem. It will build on the Grand Bargain commitment to shift power and resources to locally-led humanitarian aid and innovation actors, and the importance of shifting structures in the ecosystem, to ensure people affected by crisis and community-led organisations can lead and direct humanitarian innovation and research where possible, relevant and appropriate. This component will:

- Understand how the communities affected by crisis see themselves as users and agents of the humanitarian system.
- Assess how aware communities affected by crises are, of the role of humanitarian research and innovation in their life, and identify opportunities where communities can act as innovators and/or researchers.

c) Analyse and identify opportunities for a more inclusive research and innovation ecosystem

This section considers what challenges the humanitarian sector face in bringing marginalised voices into the research and innovation policy conversation. It will:

- Identify community engagement activities that have promoted more equitable visibility or participation in the research and innovation ecosystem.
- Highlight ways, or areas of opportunity, for humanitarian actors to meaningfully engage communities affected by crises in making, refining, and honing decisions that can add value to the humanitarian research and innovation ecosystem.
- Highlight examples of local learning, research and innovation activities and investment. Assess how they fit within and engage with the broader regional or global research and innovation ecosystem.

d) Community-led organisations’ perceptions and experiences of the barriers and opportunities to prioritising investment or research and innovation activities

Elrha has completed multiple gap analyses on WASH, GBV and other thematic areas to identity the persistent needs and gaps that continue to face the humanitarian community.
Building on Elrha and other humanitarian agencies work on identifying barriers, gaps and challenges within the humanitarian system, the consultation should try to explore the following on the community level:

- How communities’ priorities and needs compare to funding allocations in this region
- What are the reasons for any differences?
- Are there examples of initiatives that have potential but need better or different funding, resources or infrastructure?
- What examples exist of positive research and innovation initiatives that are the result of good investment?
- Analysis of the strategic approaches identified from the global mapping report

f) Synergies with other relevant sector research

The *State of the Humanitarian System (SOHS)* report by ALNAP, the Centre for Humanitarian Data’s *State of Open Humanitarian Data* report, and other initiatives that seek to identify and address key evidence gaps for the purpose of improving humanitarian action, can be used to identify gaps and priorities for humanitarian research and innovation. Elrha is interested in:

- Addressing the data gaps identified in the SOHS report, which can feed into identifying priorities for research and innovation.
- Building on the knowledge gained from other relevant sector research, while avoiding duplication.

1.2.3.3 Consultation audiences

- **Community-led organisations and communities affected by crisis**

The focus of this consultation will be on engaging with agencies that conduct humanitarian operational, research or innovation activities that are less well-known within the sector and/or not usually included in policy conversations. This can also include actors that were not included in the global, regional, and national consultation.

To capture learning from different contexts and crisis situations, we will aim to select community-led organisations that are based in different geographic locations and/or represent groups that are usually absent or underrepresented in humanitarian policy conversations. This can include, but is not limited to, people with disability, internally

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8 Elrha has a number of research products that should be considered as part of this:


displaced people, refugees, host communities, ethnic minorities, women and girls, and older people.

To ensure geographical coverage, we encourage engaging with communities who have experienced different types of humanitarian crisis in: Europe and North America, Central and West Africa, Southern and East Africa, the Middle East and Northern Africa, Central and South Asia, East Asia, the Pacific and Australia, and, South America and Caribbean.

In our approach to this audience, we need to recognise the limits of representation, avoid being transactional and not replicate work that exists elsewhere.

2. Instructions for Tendering

2.1 Indicative Procurement Timetable

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ITT issued</td>
<td>24/03/2021</td>
</tr>
<tr>
<td>2 Deadline for return of Proposals/Offers</td>
<td>11:59 PM 16/05/2021</td>
</tr>
<tr>
<td>3 Evaluation of Proposals/Offers</td>
<td>17/05/2021 to 07/06/2021</td>
</tr>
<tr>
<td>4 Due Diligence and Contracting</td>
<td>08/06/2021 to 28/06/2021</td>
</tr>
</tbody>
</table>

Elrha reserves the right to amend the procurement timetable.

2.2 General Tendering Information

2.2.1 These instructions are issued to ensure that all received Proposals are given equal and fair consideration. It is important therefore that bidders provide all information asked for in the format and order specified in this ITT. If the bidder has any doubts as to what is required or has difficulty in providing the information requested, please direct these by email to comms@elrha.org, putting the title of the tender as the subject.

2.2.2 Proposals shall be submitted in accordance with these instructions and, save as may be allowed elsewhere in the issued document, without alterations or qualifications.

2.2.3 Proposals that do not comply with any mandatory requirement (i.e. where the words “shall” or “must” are used) will not be considered.

2.2.4 This ITT does not constitute an offer and Elrha does not bind itself to accept any Proposal. Elrha reserves the right to accept a Proposal in part, rather than in full and Elrha reserves the right and to award a Contract to more than one bidder.
2.3 Issued Documents

2.3.1 Apart from the formal Contract between Elrha and the successful bidder arising from Elrha’s written acceptance of proposal, the following documents referred to in these Instructions as the incorporated documents forming the contract will comprise:

- These Instructions
- The Form of Tender to be completed by the bidder
- Non-collusive Tendering Certificate to be signed by the bidder
- The Terms and Conditions
- The Specifications
- Response Documents and Schedules

2.4 Confidential Nature of Tender Documentation

2.4.1 Documentation in relation to this ITT and any Proposals received by Elrha in response to it shall be treated as private and confidential save where the disclosure is required by law.

2.3.2 Bidders shall not:

- Disclose that they have been invited to tender;
- Release any information relating to the ITT or the Proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the Proposal;
- Canvass directly or indirectly with any other bidder concerning the ITT;
- Canvass directly or indirectly with staff of Elrha (including its trustees, volunteers and contractors) concerning the award of the contract or who has directly or indirectly obtained or attempted to obtain information from the said individuals.

2.5 Preparation of Tender

2.5.1 No alteration or addition shall be made by bidders to any part of the ITT except where expressly allowed herein or in the other issued documents.

2.5.2 Proposals shall not be subject to any pre-condition or otherwise qualified or accompanied by statements which might be construed as rendering the Proposal equivocal. Only unconditional Proposals will be considered. Elrha’s decision as to whether or not a submitted Proposal is in an acceptable form will be final.

2.5.3 A fully compliant Proposal must be submitted. Where a bidder wishes to submit a modified or alternative Proposal this must be in addition, and submitted separately, to the compliant Proposal and may or may not be considered by Elrha. Any modified or alternative Proposal must also be free of qualifications, fully priced and complete.

2.5.4 Bidders must obtain for themselves at their own responsibility and expense all
information necessary for the preparation of their Proposal. Information supplied to bidders by Elrha is supplied only for general guidance in the preparation of the Proposal and no warranty is given, unless specified elsewhere in the issued documents to its accuracy. Bidders are strongly advised to satisfy themselves by their own investigations as to the accuracy of such information and no responsibility is accepted by Elrha for any loss or damage of whatever kind or howsoever caused arising from the use by bidders of such information.

2.5.5 Proposals and supporting documents shall be in English and any Contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the law of England.

2.5.6 Please note that the selected Provider shall not substitute its team members as included in the original Proposal for the duration of the services without Elrha’s prior approval in writing.

2.6 Request for Proposal Response

2.6.1 Section 6 and Appendix 1 of this document set out the base information needed to understand Elrha’s requirements (The Specification).

2.6.2 Section 7 and Schedules 1 and 2 (Response Documents) are where the bidder is asked to respond directly to requirements and set out their proposal and associated assumptions and conditions. All bidders are requested to use the forms and follow the formats set out in Sections 7 and Schedules 1 and 2 when preparing their responses. Please be clear, succinct and unambiguous in all narrative responses.

2.6.3 Where necessary, you should attach supporting documents with the Proposal marking clearly your organisation’s name and the number of the response that the document supports. Cross-referencing is permitted, i.e. you can reference the same piece of supporting material as evidence for more than one question.

2.6.4 The complete Proposal submission must be supplied in electronic format. The Response Documents must not be saved in PDF format (with the exception of the forms that require the bidder’s authorised signature and supporting information such as copies of policy documents, certificates or operating procedures) and Elrha must be able to edit the Word and Excel forms submitted. Electronic files must be set out and named in such a way that Elrha evaluators can easily find the information relation to each question in Section 7.

2.6.5 Proposals must be emailed to comms@elrha.org with the subject line: "GPE Community-Level Consultation ITT". Proposals emailed to any other Elrha email address will not be considered.

2.6.6 In order to evaluate the Proposal all required Response Documents must be included with the Proposal. If any of the required documents are not submitted with the Proposal, Elrha reserves to itself the right to reject such Proposal.

2.6.7 All Proposals shall be delivered not later than **11:59 PM on 16th May 2021**.

2.6.8 It is the bidder’s responsibility to ensure that their Proposal arrives in accordance with
these Instructions. Proposals received after the date and time for delivery will not be considered.

2.6.9 Elrha reserves the right to reject any proposal that fails to comply fully with the Instructions for Tendering set out in this Section 2, or that makes any misrepresentation in supplying any information requested.

2.7 Questions

2.7.1 Bidders will have the opportunity to ask questions by e-mail to Elrha at comms@elrha.org Elrha will use best endeavours to provide such explanation as a matter of assistance to the bidder but it shall not be construed to add to modify or take away from the meaning and intent of the proposed contract and or the obligations and liabilities of the bidder. The comms@elrha.org inbox is only monitored on weekdays 9:00 am to 5:00 pm.

2.7.2 No representation, explanation or statement made to the bidder or anyone else by or on behalf, or purportedly on behalf of Elrha as to the meaning of the ITT documents, or otherwise in explanation as aforesaid, shall be binding on Elrha in the exercise of its obligations under a subsequently awarded contract.

2.7.3 Where the enquiry is beneficial to all bidders, both the original enquiry and the response will be sent to the other bidders anonymously.

3. Appraisal of proposals

3.1 Evaluation

3.1.1 Elrha is committed to ensuring its resources are used as efficiently as possible, in order that it can focus them on achieving maximum impact for communities affected by crisis. Proposals will therefore be evaluated against the criteria set out below.

3.1.2 Bidders must provide information, which demonstrates and supports their understanding of, and ability to meet, the Specification contained within this document.

3.1.3 Bidders who submit a Proposal with arithmetical errors leading to a revised Proposal sum when the errors are corrected will be given the opportunity to accept the revised Proposal sum or withdraw the Proposal. A Proposal containing major arithmetical errors, or a large number of arithmetical errors may be rejected on the ground that there is serious doubt about the competence of the bidder.

3.2 Elrha Not Bound

3.2.1 Elrha will consider the bidder’s Proposal on the basis of obtaining the best value for money having regard to the pre-defined evaluation criteria.

3.2.2 Elrha does not bind itself to accept the lowest priced or any Proposal.
3.3 Evaluation Criteria

3.3.1 The following criteria are those on which Elrha will evaluate the Proposals and base its Contract award decision:

<table>
<thead>
<tr>
<th>1. Eligibility Screening and Due Diligence Check</th>
<th>Pass / Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Quality Criteria</td>
<td>Weighting</td>
</tr>
<tr>
<td>Methodology and timeline (coherence with purpose, objective(s), key activities &amp; expected deliverables)</td>
<td>30%</td>
</tr>
<tr>
<td>Team composition (members of team have lived experience of humanitarian and development contexts)</td>
<td>10%</td>
</tr>
<tr>
<td>Experience of humanitarian sector, access to humanitarian networks and of high-level policy analysis. Defined thematic knowledge and experience in humanitarian research policy, innovation and change processes are essential. Qualifications of key staff and interdisciplinary balance</td>
<td>30%</td>
</tr>
<tr>
<td>3. Cost</td>
<td></td>
</tr>
<tr>
<td>• Cost for activities and staff daily rates</td>
<td>30%</td>
</tr>
<tr>
<td>• Value for money</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

3.3.2 Bidders’ responses in Section 7 should directly answer the question and provide clear and concise answers which directly evidence the bidder’s understanding of and ability to meet the Specification of Service Requirements. Do not feel that providing more wording and complex answers will enhance your score.

3.3.3 Proposals will be scored by a cross functional evaluation panel.

3.4 Quality Evaluations
3.4.1 In evaluating the quality element of the Proposals, each criterion shown above and reflected in the response documents will be awarded an evaluated mark in accordance with the following table:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Wholly unsatisfactory, fails to demonstrably meet specified requirements or not answered.</td>
</tr>
<tr>
<td>1</td>
<td>Poor, only partially demonstrably meets specified requirements.</td>
</tr>
<tr>
<td>2</td>
<td>Satisfactory, demonstrably meets specified requirements in full.</td>
</tr>
<tr>
<td>3</td>
<td>Good, demonstrably exceeds the specified requirements and provides significant added value to Elrha.</td>
</tr>
</tbody>
</table>

3.5 Cost Evaluations

3.5.1 Cost evaluation will take into account the cost to deliver the required service for the duration of the contract.

3.5.2 The lowest cost proposal to a bid of acceptable quality for the work will be awarded full marks. The more expensive proposals will be ranked and scored in direct proportion to how much more expensive they are than the lowest cost acceptable quality bid.

A budget of up to £150,000 is available, excluding applicable UK VAT but including any taxes that overseas suppliers may be liable for outside the UK. Please indicate if you/your company is VAT registered and where. The budget submitted to us should be broken down by activity and with any allocations for individual team members shown clearly. This should include any travel costs and other expenses.

3.6 Presentations to Stakeholders & Clarification Interviews

3.6.1 All Proposals which have been received by the receipt deadline will be evaluated using the criteria and methodology described in this ITT document. Following evaluations, shortlisted bidders might be invited for interview and presentation.

4. Contract Award

4.1 At the conclusion of the evaluation process and subject to the provisos contained in these instructions, Elrha will decide to whom the Contract will be awarded and the successful bidder will be expected to enter into a formal agreement. Elrha’s letter of acceptance together with the documents stated in paragraph 2.3.1 above and all other documents jointly agreed by Elrha and the bidder as being included, will form the Contract between the successful bidder and Elrha.

4.2 Acceptance of the Proposal shall only be signified in writing from Elrha Procurement and no other purported method of acceptance, (i.e. telephone call, correspondence from any other Elrha staff) shall be binding on Elrha. In addition, any action on the part of the successful bidder shall be of no contractual effect and not binding on Elrha without an acceptance letter from Elrha being issued to the bidder.
4.3 The formal contract agreement will be in a form prepared by Elrha.

5. **Conflicts of Interest**

5.1 In order to ensure a fair and competitive procurement process, Elrha requires that all actual or potential conflicts of interest are identified and resolved to Elrha’s satisfaction.

5.2 Bidders should notify Elrha in writing of any actual or potential conflicts of interest in their response to this ITT. If the bidder becomes aware of an actual or potential conflict of interest following submission of this ITT it should immediately notify Elrha in writing providing details of such actual or potential conflict of interest.

5.3 Without limitation, Elrha may perceive conflicts of interest to arise where a bidder or their sub-contractors proposes to provide services or advice to, or is otherwise connected with, more than one bidder in relation to this ITT; and/or a bidder or their sub-contractors or any person employed or engaged by or otherwise connected with bidder or their sub-contractors, or the spouse or partner of such person, is or has within the last two years been engaged or employed by, or is currently discussing matters relevant to this ITT, with Elrha or has within the last two years been engaged or employed by, or otherwise connected with Elrha.

5.4 Elrha reserves the right to exclude bidders from the procurement process should actual or potential conflicts of interest be found to confer an unfair competitive advantage on one or more bidder or to otherwise undermine a fair and competitive procurement process and, following consultation with the bidder, such actual or potential conflicts are not resolved to the satisfaction of Elrha.

6. **SPECIFICATIONS**

6.1 **Methodology and Strategic Context**

Applicants will be responsible for proposing research methods to best achieve the foreseen outcomes. Indicatively, these could include:

a) **Primary data collection** from communities affected by crisis using a range of methods that are proven to be appropriate and effective for engaging and gaining the views of people affected by crisis and ensuring that this is a safe and productive experience for those involved.

b) A range of methods including, but not limited to, **in-depth interviews, potential focus group discussions, or electronic surveys or platforms**, will be considered to capture data as comprehensively as possible. We are open to considering creative options and methods to capture information. Innovative and more interactive search and consultation methods to gather data and reach actors not easily identified online are encouraged - e.g., Local actors, private sector organisations and relevant organisations not “traditionally” part of humanitarian coordination structures and systems. FCDO and Elrha will facilitate access to some of their contacts.
c) Each should be piloted in the communities first to assess its suitability. Participatory action research is encouraged with details on adapting the research activities with the COVID-19 restrictions in each region.

d) Developing case studies to explore positive examples and trends in communities’ participation in humanitarian research and innovation investment and activity. This will be done through community-led organisations and innovation initiatives. We are particularly interested in capturing case studies where impact can be evidenced. Capturing examples of communities that have experienced change in their quality of life because of the increased investment in research and innovation are of particular interest. Case studies should also explore the communities’ engagement with research and innovation activities within the clusters and what impact this engagement is creating.

e) Mapping the local research and innovation actors, activities, and investment at the community level in two or three countries, or crisis contexts, to provide a holistic approach for how, when and where community-level actors engage or fail to engage with the broader global research and innovation ecosystem. The proposal is expected to provide details on which country or crisis context will be examined and why.

The methodology as detailed in applicants’ proposals needs to include details of the following areas:

a) A detailed approach to incorporate the Global Mapping Report alongside the global and regional consultations in the design and delivery of this consultation. Include details of inclusion and exclusion criteria for the targeted communities and organisations. The methodology should ensure that the consultation is comprehensive, inclusive, and thoroughly collects and analyses relevant data needed to develop an authoritative and meaningful set of the community’s priorities.

b) Proposals should include details of the methodology, including how communities will be approached; how informed consent will be gained regularly; and how the data will be collected, recorded, analysed, and kept protected and secured. This should include clear descriptions for the data collection methods and data quality assurance procedures. We are open to creative methods and approaches.

c) We are looking to maximise the potential for data accuracy and create opportunities for local empowerment. Therefore, the proposal should include a plan to engage the affected communities in collecting the data and contributing to the analysis whenever possible.

d) The proposal should include a plan for piloting the data collection tools and the engagement activities in the communities to ensure suitability. The methodology should touch on how the surveys will be adapted to the local contexts and cultural appropriateness in each region.

e) The consultation should include a plan to examine existing literature on communities’ priorities and needs in each region, in order to collect relevant data and avoid duplication of effort and consultation fatigue. The proposal should also include a plan to examine and consult any available secondary data. It should provide justifications
for when and where additional primary data will be collected.

f) We are accountable to the communities we are working with. We will carefully assess the risks and ethical considerations for the proposal. The supplier will be expected to set out their understanding of the most important anticipated risks, with an explanation of their mitigation strategies for them. The proposal should touch on any anticipated bias as well as highlight protection, safeguarding and complaints procedures.

g) The supplier should indicate what ethical approvals they would seek for their methodology, both at their institution and in each country; what their experience is in securing these approvals for similar work; and what they believe the timeline for this would be. How will they ensure the safe and ethical inclusion of minorities, e.g. people with cognitive and various physical disabilities in this work?

h) Details of how the consultation will establish the urgent need for effective mechanisms to make research and innovation activity visible in real time and to support coordination between actors to maximise the impact of investments, in order to create a more inclusive research and innovation ecosystem.

i) The global Covid-19 pandemic has placed unprecedented attention on the role of research and innovation as part of national and international response. Proposals should explain how they will incorporate COVID-19 related research and innovation, and its potential impact on broader research and innovation, but without distorting underlying trends preceding it.

j) Criteria and areas to be addressed through any suggested case studies. Case studies might explore communities’ experience with research and innovation, and what impact research and innovation made in their life.

6.2 Technical Requirements

• Strong teams from institutional consortia, leading research institutions and consultancies are encouraged to apply. The global scope of this work requires a team that includes members with a deep knowledge of different geographic areas of expertise, ideally with experience of humanitarian contexts.

• Teams and team members should show proven expertise and a record of excellence in delivering high-level policy analysis to leading global audiences in the international humanitarian, and/or international affairs, space. We are particularly looking for clear expertise in conducting strategic global policy network analysis, ecosystems mapping, systematic evidence reviews, and financial/economic analysis.

• The successful team will have interdisciplinary social research expertise using a wide range of both qualitative and quantitative methodologies, as well as experience in conducting key informant interviews with senior policy, practice, and academic respondents.

• Defined thematic knowledge and experience in humanitarian research policy, innovation and change processes are essential.
The successful team should also be able to demonstrate pre-existing access to well-established professional networks across the humanitarian research and innovation policy communities, including donors, humanitarian practitioners, the private sector, academics and national governments in both the Global South and Global North.

6.3 Milestones

<table>
<thead>
<tr>
<th>Anticipated date</th>
<th>Requirement</th>
<th>Deliverables</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-July</td>
<td>Inception Report</td>
<td>Inception Report, detailing how the consultant team(s) will structure the work, which methodologies will be used, etc., proposed structure for the final outputs</td>
<td>High</td>
</tr>
<tr>
<td>Early December</td>
<td>First Draft of Outputs</td>
<td>First draft of Community-level Consultation Report</td>
<td>High</td>
</tr>
<tr>
<td>Early January</td>
<td>Final Report</td>
<td>Final draft of Community-level Consultation Report</td>
<td>High</td>
</tr>
</tbody>
</table>

6.7 Ways of Working

Elrha requires the successful provider to adopt an agile and collaborative approach to working with Elrha and remain accessible to Elrha throughout delivery.

Elrha requires a provider that is aligned with Elrha, accessible and effectively resourced throughout the programme phases, providing the additional skills and capabilities Elrha needs to deliver effectively.

The successful provider shall transfer all documentation and findings to Elrha in a professional and timely manner.
7. Response Documents

7.1 General Company Information

Please complete the Supplier Questionnaire attached in Schedule 2.

7.2 Quality (70% of total marks)

Technical capability

a) Evidence your experience of having provided services similar to those required by Elrha (within not-for-profit sector) where you have successfully delivered similar work.

b) Set out the approach for how you would deliver Elrha’s Global, Regional and National Actors Consultation. Please detail:
   - Each activity/work stage that would need to be undertaken
   - The information and resource you would need and the require from Elrha
   - How you would undertake the task
   - Any dependencies
   - Any assumptions you have made

c) Please describe your approach in relation to technical testing including:
   - Your proposed approach, methodology and tools
   - Any defined standards you work to
   - Response to the methodology requirement highlighted in section 6.1 of this document
   - Clear delivery timeline

d) Evidence your experience of having provided services similar to those required by Elrha (within not for profit if possible).

Ways of Working

a) Set out the structure of the team you would propose for delivering the work, including an organogram showing both supplier and Elrha roles with a description of the key roles and responsibilities.

b) Provide a brief resume of the key staff that you would propose to deploy onto this contract, evidencing their experience in successfully providing services similar to those required by Elrha.

c) Please set out how you would manage this contract and your escalation process.
7.3 Cost

The prices and rates quoted shall be the fully inclusive value of the services, excluding VAT, including all costs and expenses which may be required to provide the complete services together with all general risks, liabilities and obligations, set out or implied, necessary to comply with the ITT conditions, the conditions of Contract, the Specification, all Schedules and Appendices thereto.

In order for bids to be compared bidders must follow the format of the attached Schedule 1. Additional rows and columns may be added where necessary, although bidders should ensure any calculations are amended accordingly.

Additional pricing breakdowns may be appended in support of quoted costs.

All prices should be in GBP.

7.3.1 In the attached Schedule 1, please provide your proposed costs for [description of services].

7.3.2 Please indicate whether your proposal is fixed price.

(expand text box as required)

7.3.5 Please detail whether you would charge a retainer, or whether Elrha would pay for services as required.

(expand text box as required)

7.3.6 Please set out any clarifications or assumptions that relate to your proposed costs.

(expand text box as required)

7.3.7 If there are any additional costs that Elrha may be liable for that you have set out in Schedule 1, please provide further details.

(expand text box as required)

7.3.9 Elrha is committed to reducing the charity’s operating costs so that maximum resource can be spent on programmes which directly benefit people affected by crises.

Should you be willing to provide any element of the service on a pro bono basis, offer a cost reduction, service enhancement or any other charitable support to the organisation, please set out your proposal.

(expand text box as required)
I/We having carefully examined and considered without limitation, the **Specification (Section 6)** and **Terms and Conditions**, the **Instructions for Tendering (Section 1-5)**, the Budget Breakdown (Model Financial Offer) (**Schedule 1**) and the other issued documents and in consideration of Elrha considering this ITT, we offer to provide the services required to meet the Specification and other issued documents including the terms and conditions for the price specified in the attached pricing schedule.

We further confirm that We are able to provide the services as required by the Specification.

We confirm that, if our Proposal is accepted, we will upon demand:

- Produce written evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force and will remain in force for the duration of the intended Contract; and

- Execute and deliver the necessary contract documents to Elrha.

We agree that this Proposal shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of six (6) months from the date of this Proposal.

We agree that Elrha’s Letter of Acceptance and our acknowledgement shall constitute a binding contract between us and Elrha. We further acknowledge Elrha require us to enter into an agreement in a form prepared by Elrha.

We understand that Elrha is not bound to accept any Proposal that it receives.

Signed for the Proposal:

Name: .......................................................................................................................

Title: ...........................................................................................................................

Organisation: .............................................................................................................

Date: ..........................................................

Bidders are required to certify their Proposal in the following terms (the certificate should be signed by the same individual(s) who signed the Form of Tender):

We certify that this is a bona fide Proposal, intended to be competitive and that we have not (either personally or by anyone acting on our behalf):

- Fixed the amount of the Proposal (or the rate or prices quoted) by agreement with any other person, company or Organisation/Individual.
- Communicated to anyone, other than Elrha, the amount or approximate amount or terms of our Proposal (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the Proposal).
- Entered into any agreement or arrangement with any other person, company or Organisation/Individual that they shall refrain from bidding or as to the amount of or terms of any Proposal to be submitted by them.
- Canvassed or solicited any employee, trustee or agent of Elrha in connection with the award of this or any other contract with or tender to Elrha.
- Offered, given or agreed to give any inducement or reward in respect of this or any other contract with or tender to Elrha.

Signed for the Proposal:

Name: ...............................................................................................................

Title: ......................................................................................................................

Organisation: ................................................................................................

Date: .........................................................
10. Terms and Conditions for [NAME OF CONTRACT] contract

Bidders are required to indicate whether they accept the Terms and Conditions, (sent with this Attached at Appendix 1), or whether there are any clauses in the Terms and Conditions which they would invite Elrha to consider. It is crucial that bidders identify any significant contract issues and make alternative suggestions as appropriate. Please note that if a bidder’s submission contains Conditions of Contract different to those contained in this Request the submission may be deemed non-conforming.

A form appears below which should be used as a model for such indications (if any):

“To Elrha”

We accept the Terms and Conditions

or

We would invite Elrha to consider revising the following items in the contract terms and conditions as indicated below:

<table>
<thead>
<tr>
<th>Clause Number</th>
<th>Concerning</th>
<th>Suggested Revision</th>
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<tbody>
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<td></td>
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</table>

Signed for the bidder:

Name: ..........................................................................................................................

Title: ..........................................................................................................................

Organisation: ............................................................................................................... 

Date: ..........................................................