

INVITATION TO TENDER (ITT)

GPE Global, Regional and National 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.

Our Programmes

Elrha has two successful humanitarian programmes; Research for Health in Humanitarian Crises (R2HC) and the Humanitarian Innovation Fund (HIF).

Further information on Elrha and the work that we do is available on www.elrha.org.

1.2 Scope of the Global, Regional and National Actors Consultation Procurement

1.2.1 SUMMARY OF THE ASSIGNMENT:

Elrha is seeking proposals to conduct consultations with global and regional humanitarian 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 this report from 2016/17¹.

The new mapping exercise² builds on the 2017 report by identifying trends, but it will also have a stronger focus on certain 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 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

² Terms of Reference: Global Prioritisation Exercise Component One Global Mapping of Humanitarian Research and Innovation Investment Initiatives (Mapping Report), Elrha, 2021, https://www.elrha.org/wp-content/uploads/2021/01/ToR_Mapping-Report_Final.pdf

1.2.2 BACKGROUND

Humanitarian needs continue to grow. The UN reports that 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.³ Factors including climate change, poverty, increased rates of infectious diseases, food security and poor services and infrastructure all combine and interact to increase the numbers of people vulnerable to and affected by humanitarian crisis. As humanitarian needs continue to grow, despite high levels of funding, UNOCHA report a gap of 40% in 2020 between inter-agency appeals for funding of humanitarian assistance and funds committed; a consistent trend over years in humanitarian financing. These trends highlight the need for new ways of working.

Research and innovation can play a valuable role in supporting humanitarian action by increasing the evidence base for 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.⁴

The Global Prioritisation Exercise

This assignment is one workstream in the Global Prioritisation Exercise. The assignment in this ITT is one part of a broader Global Prioritisation Exercise (GPE), through which Elrha aims to improve outcomes for people affected by humanitarian crises 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 relating 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.
- c) A need to shift funding allocations to organisations closer to where humanitarian needs are most directly experienced - in line with the Grand Bargain⁵ localisation agenda.

With funding from the governments of the UK and the Netherlands the GPE will:

³ Global Humanitarian Overview 2021

⁴ World Humanitarian Summit Report *The Humanitarian R&D Imperative*, Deloitte, 2015

⁵ <https://interagencystandingcommittee.org/grand-bargain>

- a) provide updated and in-depth mapping of humanitarian research and innovation activity (investments and initiatives);
- b) **undertake a global, regional and national consultation process to identify priorities for humanitarian innovation and research;**
- c) roll out further communication and engagement processes to build involvement and support for, strategic coordination and collaboration to maximise the impact of humanitarian research and innovation investments;
- d) influence the humanitarian community funding priorities to increase alignment between needs and investments.

The 2021 GPE Programme Activities

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

- 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.
- Encourage donors to adopt behaviours that promote higher quality and more impactful strategic investments.
- Encourage actors within the humanitarian system to make the humanitarian system more effective by using evidence to resolve challenging and intractable problems.

We aim to provide the tools to enable donors to commit to funding the development of long-term transformative solutions to the most pressing humanitarian problems.

The overall Global Prioritisation Exercise consists of three phases of work:

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 Report⁶ will:

- Identify and map global humanitarian research and innovation initiatives and provide an overview of global outputs;
- Update data on key actors for humanitarian research and innovation around the world, since these were last identified in 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 in 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. The consultations will engage stakeholders at multiple levels to identify and prioritise problems and gaps in the humanitarian ecosystem.

⁶ More detail on the deliverables of the Global Mapping report can be found here: Terms of Reference: Global Prioritisation Exercise Component One Global Mapping of Humanitarian Research and Innovation Investment Initiatives (Mapping Report), Elrha, 2021, https://www.elrha.org/wp-content/uploads/2021/01/ToR_Mapping-Report_Final.pdf

In developing the priorities, the suppliers will collaborate with global, regional, national and local actors and communities previously or currently affected by humanitarian crisis to enable coordinated uptake and impact. The priorities these consultations will produce will not only focus on the shared needs, but will also draw on differences among various locations, crisis contexts, groups, themes, and clusters. In addition to exploring alignment and disconnect across priorities and audiences, perceptions and experiences of barriers and 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 a qualitative compliment, through a global consultation with key stakeholders in humanitarian research, humanitarian innovation and in humanitarian operational agencies, to identify priorities (that are strategic and impactful) for research and innovation.

To ensure geographical coverage, we will coordinate eight individual 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, focus group and other creative tools, global, regional and national stakeholders will be asked to reflect and share their opinions on the priorities and gaps mapped in the phase one Global Mapping Report and priorities in the funding of 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 national and local grassroots networks, community-based organisations, and representatives of people affected by crisis. The focus of this consultation will be on engaging with agencies that engage in humanitarian operations, humanitarian research, or humanitarian innovation, that are less well-known within the sector and/or not usually involved in policy conversations.

To capture learning from different contexts and crisis situations, we will aim to select community-led organisations that are based across different geographic locations and/or representing groups that are usually absent or less represented in the 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 engage 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 domains⁷.

This ITT relates only to the Global and Regional Consultation in Phase 2. A separate ITT will be made available on Elrha website for the Community Level Consultation.

1.2.3 PURPOSE, OBJECTIVE(S) & KEY ACTIVITIES

1.2.3.1 Aims and objectives

The purpose of the Global, Regional and National Consultation is to:

- **Identify and map global, regional and national humanitarian research and innovation needs and priorities**, exploring any disconnects identified by the 2021 Global Mapping Report.

Secondary objectives are to:

- Identify examples and evidence of good research and innovation spend within the humanitarian ecosystem;
- Identify opportunities for more strategic investment for impactful research and innovation spend and;
- Act as a foundation for the Community Level Consultation that we are doing within regions.

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

For the purpose of the Global Prioritisation Exercise, the following definition and defining features of the humanitarian system will be used:

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), the UN agencies mandated to provide humanitarian assistance, IFRC and ICRC, and the International NGOS, along with the key coordination mechanisms including the Global Clusters, the IASC and SCHR.

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.

The understanding of who and what makes up the **humanitarian research and innovation ecosystem** is still poorly defined and understood. The best effort to date is provided by the 2015 Centre for Research in Innovation Management (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 go on to 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 CENTRIM authors' assessment of the humanitarian innovation ecosystem in 2015 suggested there was a long way to go before these characteristics were embedded into our ways of working. However much has changed and developed within the humanitarian research and innovation landscape since 2015, and the proposed GPE will both seek to better understand how the components of the current ecosystem are working, but also make a significant contribution to the development of many of the key characteristics defined by the CENTRIM authors.

1.2.3.2 Deliverables

The Consultation will generate **one global and eight regional reports** and annexes to identify priorities, gaps and examples of opportunities for improved investment strategies for humanitarian research and innovation.

The report should primarily focus on analysing and identifying humanitarian research and innovation priorities:

The consultation aims to explore priorities (current and future) for the humanitarian system and the drivers shaping these choices. Some of the key questions the report should aim to answer include (but are not limited to):

- What types of needs should be prioritised and why? How do we best identify problems and priorities, for humanitarian research and innovation to address, that will create the most impact? What evidence is there for this?
- What evidence is there that investment in humanitarian research and innovation is delivering a return on investment and improving people's lives?

- Identify key gaps in evidence, the infrastructure and identify barriers that prevent a more impactful approach?
- Identify research and innovation activities within the humanitarian clusters and consult with cluster leads to understand how they prioritise their spending on humanitarian research and innovation.

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

a) Sector barriers to priority and investment alignment

Elrha has completed multiple gap analyses on [WASH](#), [GBV](#) and other thematic [areas](#) to identify 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 understand the following:

- How the needs and priorities compare to funding allocated globally and donor research and innovation priorities in each region. What are the reasons for any differences?
- Identify examples of humanitarian research and innovation initiatives that have potential but need better/ different funding, resources or infrastructure.
- Have agencies tried to prioritise research and innovation to make the highest potential impact on humanitarian action. What lessons can we learn from this?

b) Sector opportunities to align and improve the relationship between priorities, investments, and outcomes

- Identify examples of positive research and innovation initiatives that are a result of good investment (financial and non-financial).
- Analyse and assess the strategic approaches identified in the global mapping report.
- What coordinating, visibility mechanisms exist in the sector that are useful? What does a research and innovation coordination mechanism need to do to be successful?

c) Synergies with the other relevant sector research (e.g. State of the Humanitarian System by ALNAP)

The [State of the Humanitarian System \(SOHS\)](#) report, the Centre for Humanitarian Data's State of Open Humanitarian Data, and other initiatives that seek to identify and address key evidence gaps for the purposes of improving humanitarian action, can be used as a drive to identify gaps and priorities for humanitarian research and innovation. Elrha is interested in:

- Identifying examples of possible synergies between other sector research and the GPE.
- Complimenting while avoiding duplication, with other relevant sector knowledge and research.

1.2.3.3 Consultation Audiences

High level global actors with positional power to influence key decisions and processes around humanitarian and research innovation spend or a cross sector/ global perspective on the most pressing problems and opportunities.

Regional and national actors with specific geographic perspective of the most pressing problems. We place a particular emphasis on consulting with groups whose voices are regularly excluded from discussions involving the humanitarian research and innovation ecosystem – in particular, communities affected by crisis members, community-led organisations, stakeholders (academic, practitioner, government, and funders) based in the Global South. To this end, respondents will be selected across in a range of representative stakeholder groups, including governments, international and national organisations and humanitarian actors at both policy and practice levels, the humanitarian research and innovation community, and private sector actors.

In our approach to this audience, we need to recognise the limits of representativeness, and avoiding being transactional and replicating work that exists elsewhere. We want to close the feedback loop by informing the global and regional actors as to how their input has been taken into account⁸.

2. Instructions for Tendering

2.1 Indicative Procurement Timetable

	Task	Date
1	ITT issued	24/03/2021
2	Deadline for return of Proposals/Offer	11:59 PM 09/05/2021
3	Evaluation of Proposals/Offer	10/05/2021 to 24/05/2021
4	Due Diligence and Contracting	25/05/2021 to 21/06/2021

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.

⁸ Overseas Development Initiative (2020) Implementing Collective Accountability to Affected Populations https://www.odi.org/sites/odi.org.uk/files/resource-documents/unicef_cce_policy_brief_web.pdf

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 Global, Regional and National Consultation TOR". 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 09th 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:

1. Eligibility Screening and Due Diligence Check	Pass / Fail
2. Quality Criteria	Weighting
Methodology and timeline (coherence with purpose, objective(s), key activities & expected deliverables)	30%
Team composition (members of team have lived experience of humanitarian and development contexts)	10%
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	30%
3. Cost	
<ul style="list-style-type: none"> • Cost for activities and staff daily rates • Value for money 	30%
Total	100%

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:

0 Points	Wholly unsatisfactory, fails to demonstrably meet specified requirements or not answered.
1 Point	Poor, only partially demonstrably meets specified requirements.
2 Points	Satisfactory, demonstrably meets specified requirements in full.
3 Points	Good, demonstrably exceeds the specified requirements and provides significant added value to Elrha.

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 **£280,000** 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

The Global, Regional and National Consultation will build on the findings of the Global Mapping Report.

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

- a) Primary **data collection from a range of** key organisations and groups working in the humanitarian research and innovation space, including donors, research institutes, private sector actors, international financial institutions, international organisations active in humanitarian action, INGOs, NGOs, civil society organisations, regional, national and local bodies and networks etc.
- b) **In-depth interviews** with research and innovation actors and humanitarian operational agencies who are involved in emergencies response (globally and regionally) to discuss issues around demand and supply and research and innovation up take.
- c) A range of methods including, but not limited to, **key informant interviews, potential focus group discussions, or electronic surveys or platforms**, will be considered to capture data as comprehensively as possible. 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.
- d) Other methods that could be considered include the development of **case studies** to explore positive examples and trends in humanitarian research and innovation investment and activity, we are particularly interested in capturing case studies where impact can be evidenced. Mapping examples of actors that have experienced change and increased activity in either funding or investing time in humanitarian research and innovation would be useful - e.g., selected INGOs, international organisations, new donors.

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

- a) A detailed approach of how the provider will incorporate the Global Mapping Report in the design and delivery of this consultation. The methodology should ensure that the consultation is comprehensive, and thoroughly collects and analyses relevant data needed to develop an authoritative and meaningful set of global and regional priorities.
- b) The proposal should include a plan to examine any existing literature on humanitarian priorities and humanitarian research and innovation needs in each region. The supplier should examine and define the relationship between research and innovation through the literature review and consultation process.
- c) Proposals should include details of how the global and regional actors will be approached and how the data will be collected, recorded, and analysed. Details of inclusion and exclusion criteria for both global and regional actors should be included.
- d) The methodology section in the proposal will include clear descriptions for the data collection methods and data quality assurance procedures.

- e) Details of how the global and regional consultations will link with the other elements of the GPE (Global Mapping Report, Communities Affected by Crisis Consultation) to establish the urgent need for visible research and innovation activity and support coordination between actors.
- f) The proposal should explore how to complement the outputs of ALNAP's SOHS report and other relevant sector research, reflect on learning lessons from these reports in engaging with multiple level stakeholders, provide example of when, where, and how the GPE and SOHS can work together. Elrha can facilitate connection with colleagues in ALNAP to develop this plan.
- g) The proposal should include details on how the findings of the consultations and the priorities in each region will be grouped and presented. We are interested in exploring how the relationships between the agreement and differences in priorities will be determined to be used in our research uptake phase.
- h) 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.
- i) An approach that considers the extraordinary year of 2020 and COVID-19 response with its unprecedented attention to research to respond to a global pandemic. 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 organisations motivation to engage in research and innovation, how a growth in investment was enabled and factors that enabled or constrained it.

6.2 Technical Requirements

- Strong teams from institutional consortia, leading research institutions, consultancies and 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 and 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 looking in particular 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 and 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

Anticipated date	Requirement	Deliverables	Priority
Mid-July	Inception Report	Inception Report, detailing how the consultant team(s) will structure the work, which methodologies will be used, etc., proposed structure for the final outputs	High
Early December	First Draft of Outputs	First draft of Global and Regional Consultation Report	High
Early January	Final Report	Final draft of Global and Regional Consultation Report	High

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)

8. ITT Response document – Form of Tender for the [NAME OF CONTRACT] Contract

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:

9. Non-collusive Tendering certificate for the [NAME OF CONTRACT] contract

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:

Clause Number	Concerning	Suggested Revision

Signed for the bidder:

Name:

Title:

Organisation:

Date: