

**Request for Proposal (RFP) – HQ 2016 #03**  
*Security Risk Assessment in Eastern DRC*

**Request for Proposal Overview**

TechnoServe Inc. is currently seeking bids from companies or consultants qualified to perform a Security Risk Assessment Eastern area of the Democratic Republic of Congo (DRC).

**About TechnoServe**

TechnoServe is an international nonprofit organization that has been working to build business solutions to poverty since 1968. Our mission is to help enterprising people in the developing world to build competitive farms, businesses and industries.

**Background**

TechnoServe is considering a project in the Eastern areas of the DRC). The geographic scope of the project includes: northern Katanga, South Kivu, North Kivu, and parts of Maniema and Orientale, though primary focus will be within the coffee-growing areas South Kivu, including Kabare, Kalehe and Walungu. TechnoServe would like to develop a deeper understanding of the operating environment in DRC, including accompanying costs and necessary security infrastructure.

**Scope of Work & Deliverables**

The expected deliverable is a comprehensive security risk assessment that details specific environments of interest to TechnoServe and transportation routes between them. TechnoServe has never operated in the Democratic Republic of Congo, so analysis must reflect our need to understand the general situation on the ground, including implications for staff duty of care, staff travel, project implementation and concomitant costs.

The expected deliverables should:

- Provide an overview of safety and security in Bukavu, Goma and surrounding locales.
- Provide guidance on specific dangers/threats to expatriate/third country national and local staff operating in DRC, and propose background information and recommendations for expatriate/third country national and local staff to mitigate those dangers/threats.
- Recommendations for staff training in advance of expat/TCN deployment to DRC.
- Assess transportation, accommodation and security strategy options for staff in/around Bukavu, Goma and surrounding locales.
- Security strategy and recommended requirements (e.g., staff, equipment) for a scenario in

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which staff are based in Bukavu and Goma, work in Bukavu, Goma and surrounding areas, and travel in/out of DRC via air or road travel from Bukavu and Goma to Kigali.

- Map with recommended evacuation routes and modes of transportation from Bukavu and Goma.
- Map of “off-limits” areas.
- Current status of travel advisories to DRC, plus criteria for advisory levels and when advisories could next change.

### **Proposal & Period of Performance**

The expected completion date of final deliverables should be no later than September 15, 2016. Proposals should detail the estimated length of time required to accomplish all requirements listed above, include a proposed work plan and allocate time for TechnoServe to review a draft of the deliverables, prior to submission of the final deliverables. Proposals should also describe the bidder’s prior experience in Eastern DRC.

### **Criteria for Selection**

The evaluation of each response to this RFP will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TNS, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes:

Proposal	
Approach/Methodology	
Quality/Reasonableness of Work Plan	70
Project Deliverables	
Qualifications/Experience	
Cost Proposal –	30
<b>TOTAL</b>	<b>100</b>

TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of TNS.

The Organization with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of TNS.

### **Terms and Conditions**

1. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
3. All unresponsive responses will be rejected.
4. All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.

5. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
7. TNS reserves the right to accept all or part of the proposal when award is provided.
8. All information provided by TNS in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

#### **Form/Content of Response**

All proposals shall:

1. Be submitted in *English*.
2. Contain detailed cost in *US Dollars*, with applicable Tax/Charges clearly identified.
3. Provide requested payment terms and conditions.
4. Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFP. Resumes or CVs of "key personnel" may be submitted as an attachment.
5. Include a contact name, email address, and telephone number to facilitate communication between TNS and the submitting organization.
6. A brief outline of the organization and services offered, including:
  - Full legal name, jurisdiction of incorporation and address of the company
  - Full legal name and country of citizenry of company's President and / or Chief Executive Officer, and all other officers and senior managers of the company
  - Year business was established
7. Proposals should be no longer than five pages total, including the cost proposal.

#### **Schedule of Events**

1. Questions regarding this request may be addressed to [contracts@tns.org](mailto:contracts@tns.org), and must be received no later than *Wednesday, July 6*. Responses to questions will be distributed to all interested parties no later than *Thursday, July 7*.
2. Responses to the RFP should be addressed to the attention of Jennifer Flinn, Head of Compliance & Risk Management via the [contracts@tns.org](mailto:contracts@tns.org) email and submitted **no later than *Wednesday, July 13, 2016***.