

**REQUEST FOR TENDER**

In accordance with part I of the regulations

for the procurement of

# Consultancy – Humanitarian expert on innovative financing and/or food security

Case no. 2024/391849

Deadline for submission of tenders:

June 19th, 12.00 PM CET

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# DESCRIPTION OF CLIENT

Innovation Norway's objective is to be the policy instrument of the state and the county authorities for achieving value-creating business development throughout the country.

Innovation Norway's interim goals are: 1) more successful entrepreneurs; 2) more enterprises with capacity for growth; and 3) more innovative business clusters.

Innovation Norway was established by special legislation and is owned by the government and the county councils with stakes of 51% and 49%, respectively. The company is represented in all the counties and approximately 23 countries.

For more information: [www.innovasjonnorge.no](http://www.innovasjonnorge.no/).

Innovation Norway is financed through appropriations from the company's owners and clients.

# PURPOSE AND SCOPE OF THE PROCUREMENT

## Purpose and scope of the procurement

**About the assignment**

Innovation Norway’s Humanitarian innovation programme (HIP Norway) grants funding and support to develop, test and scale new solutions that can contribute to better and more efficient humanitarian action. It supports innovation projects led by humanitarian organisations where the expertise and technical know-how from the private sector is applied to find solutions to humanitarian challenges. The programme supports both early-stage innovation and scaling of solutions that have proven to be successful at the pilot stage. HIP Norway aims to support bold ideas that seek to improve humanitarian response. The programme is funded by the Norwegian Ministry of Foreign Affairs and managed by Innovation Norway.

More information about the programme may be found here: <https://hip.innovationnorway.com/>

**Purpose of consultancy**

HIP Norway launches an annual call for applications. The deadline to apply to this year’s call is June 28th. The programme has five focus areas:

* *Green humanitarian response*: Humanitarian organisations’ efforts that contribute to more sustainable and environmentally friendly solutions within the humanitarian sector.
* *Health and sanitation:* Humanitarian organisations’ efforts to ensure lifesaving basic health services, including prevention/control of pandemics, efforts within women’s, children’s and young people’s health, sexual and reproductive health, mental health and psycho-social support, and the provision of facilities and services for the maintenance of hygienic conditions and the safe disposal of human waste.
* *Protection:* Humanitarian organisations’ efforts that contribute to protecting people from violence, abuse and violation of international law due to humanitarian crises.
* *Innovative financing*: Innovative financing refers to a number of non-traditional mechanisms for raising additional funds for humanitarian and development assistance. This may be through innovations such as micro-contributions, impact bonds, public-private partnerships and market-based approaches/ business models.
* *Food security*:  Responses during and after a humanitarian crisis addressing issues of food availability, access, utilization, and stability.

We are seeking two experts with proven experience to assist us in evaluating the applications; one within the focus area *innovative financing,* and one within the focus area *food security.* The consultants should have proven humanitarian experience and expertise within innovative financing or food security, and not currently be employed by any of the organisations that are eligible to apply for the call for proposals.

Innovation Norway has entered into Framework Agreements with experts within the other three focus areas and is now looking to enter into a Framework Agreement with an expert on innovative financing, and one on food security. For each call-off in the Framework Agreement, Innovation Norway will select the relevant expert(s) based on a concrete assessment of our needs.

**Activities**

The experts will be provided with an evaluation form and electronic copies of each application, including any annexes. Each application is approx. 5 pages long plus annexes.

The number of applications we will receive is not known, thus we cannot at this stage give the exact size of the assignment. However, we estimate between 15-25 applications to be distributed to each of our experts, with an estimated two hours spent per application for the evaluation. If the technical quality of the application requires that further time is spent on the evaluation, this can be agreed to on a case-to-case basis.

**Planned timeline (subject to confirmation)**

We expect to distribute the applications to our experts July 19th. The selected experts need to return their evaluations to Innovation Norway by August 19th. From August 19th through 23rd, meetings will be conducted with each expert to discuss the applications.

For consecutive years, it is expected that new calls for applications will be announced in the spring, with evaluations taking place in the period between June and September. The call-off period will be approximately two months.

**Deliverables**

* A completed evaluation form for each application distributed. The application form will be provided by Innovation Norway

**Conflict of interest**

**No Current or Prior Conflict of Interest.** The selected experts should have no business, professional, personal, or other interest, including, but not limited to, the representation of organisations with a stake in the applications to be evaluated,

**Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this Agreement, the expert shall immediately inform Innovation Norway in writing of such conflict.

**Termination for Material Conflict.** If, in the reasonable judgment of Innovation Norway, such conflict poses a material conflict to and with the performance of the expert's obligations under this Agreement, then Innovation Norway may terminate the Agreement immediately upon written notice to the expert such termination of the Agreement shall be effective upon the receipt of such notice by the expert.

**Budget**

Please provide your hourly rate – see Appendix 1 Price schedule.

**Proposal Submission**

The application deadline is June 19th at 12.00 PM CET. We will not be able to consider incomplete applications or applications submitted after the deadline.

Applications should include:

* Summary of candidate’s relevant experience and CV.
* Short cover letter stipulating interest and suitability (max 1 page)
* Examples of relevant research, consultancy and publications
* Rate/hour.

## Part tenders

We expect to employ two experts, one for each focus area (innovative financing and food security respectively). These experts do not need to come from the same supplier. It is not possible to tender for parts of the delivery within the given focus area.

# CONTRACT AND OPTION TO EXTEND

The contract period is from the date of signature and lasts for two years, with an option to extend by 1 + 1 year.

The contract will be regulated by the Norwegian Governments Standard terms and conditions for:

* Framework Agreements (SSA-R): <https://www.anskaffelser.no/verktoy/kontrakter-og-avtaler/rammeavtalen-ssa-r>

The call-off under the framework agreement will be based on one of the following agreements:

* Assistance Agreement (SSA-B): <https://www.anskaffelser.no/verktoy/kontrakter-og-avtaler/bistandsavtalene-ssa-b-og-ssa-b-enkel>
* Research and Development Agreement (SSA-O): <https://www.anskaffelser.no/verktoy/kontrakter-og-avtaler/oppdragsavtalen-ssa-o>

The above mentioned standard agreement will be applied with the changes that appear in Appendix 2 to 4 in the tender documents.

The terms of contract are included with the request for tender.

The supplier must submit its tender based on the requirements and conditions of the competition documents and the contract including appendices. Upon submission of the tender, the supplier is obliged to have read and accepted the contractual obligations, including, but not limited to, the non-disclosure agreement, wages and working conditions, anti-corruption and ethical guidelines.

# EXECUTION OF THE COMPETITION

## Procurement procedure

The procurement will be carried out in accordance with the rules set out in this request for tender, as well as Act no. 73 of 17 June 2016 relating to public procurement (Public Procurement Act) and Regulation no. 974 of 12 August 2016 relating to public procurement (Public Procurement Regulation), Part I.

## Submission and formulation of tenders

Applications should be sent by e-mail to ragnhild.nauste@innovationnorway.no

## Reservations and deviations

Should the supplier wish to stipulate reservations with respect to the tender documents (incl. the terms and conditions of the contract) this must be clearly specified and stated in the tender.

The supplier is encouraged to seek to clarify any ambiguities in the tender documents prior to expiry of the deadline for submission of tenders, rather than stipulate reservations. Any reference by the supplier to standardised terms and conditions of delivery or similar may be deemed a reservation.

Reservations and deviations shall, if stipulated, be precise and unambiguous such that the Client can evaluate the consequences reservations/deviations will have with respect to performance, price and/or other factors. Significant reservations and deviations will result in the tender being rejected.

## Progress plan

The Client has set out the following time frame for the process:

|  |  |
| --- | --- |
| Activity | Date |
| Deadline (when the tender must be received by the Client) | June 19th  |
| Evaluation period with any dialogue and revised tenders | June 21st  |
| Selection of contractor and notification to suppliers | June 28th  |
| Signing of contract | July 3rd  |
| Period of validity\* | 2 months from the deadline for tenders  |

\* This means that the supplier is bound by its submitted tender until this date.

Please note that the dates after the opening of tenders are only tentative.

# CONFIDENTIALITY AND PUBLIC ACCESS

Information submitted to Innovation Norway is, in principle, public information in accordance with Section 3 of Act no. 16 of 19.05.2006 relating to the right of access to documents held by public authorities and public undertakings (Freedom of Information Act).

Exceptions to the right of access to tenders and procurement protocols may be made until the selection of a supplier has been made, cf. Section 23 (3) of the Freedom of Information Act.

The Client is subject to a duty of confidentiality regarding business affairs, cf. Act no. 130 of 19 December 2003 relating to Innovation Norway, Section 27 (1). In the event of a claim for right of access, “commercial aspects” will be redacted.

# SUSTAINABILITY, SOCIAL RESPONSIBILITY AND ETHICAL REQUIREMENTS

## Sustainability and social responsibility

The Client must contribute to sustainable development, including greater corporate social responsibility in Norway. The Parties agree that their collaboration must be based on high ethical standards, avoid contributing to corruption, violations of human rights, and poor working conditions, and have no deleterious effects on local communities and the environment. The Client expects its suppliers and partners to have guidelines for ethics and corporate social responsibility in their enterprises.

## Anti-corruption

The Client has a zero tolerance policy for corruption, and its anti-corruption policy applies to all of the company's contracted consultants and suppliers. Corruption encompasses a wide range of activities where the purpose is to obtain illegal advantages. Examples of corruption include bribery, improper gifts and favouritism, kickbacks and facilitation payments.

## Consequences

The Client is entitled to terminate the contractual relationship with immediate effect if serious violations of the above are identified.

# PROCESSING OF PERSONAL DATA

If the Supplier must process personal data on behalf of the Client in order to perform the services, the Supplier shall have the role of data processor and the Client shall be the data controller, cf. the General Data Protection Regulation, Chapter 4, Section 1.

The Client may, at any time, require that the Supplier's processing of personal data on behalf of the Client is regulated in a separate data processor agreement.

# QUALIFICATION REQUIREMENTS

For procurements worth more than NOK 500,000, VAT and tax certificates will be required, from the winner only, before the contract is signed.

## Requirements when using subcontractors

The Supplier must state whether they intend to use subcontractors to fulfil the assignment/delivery.

If the Supplier must rely on subcontractors to satisfy the qualification requirements, a declaration of commitment must be appended from the subcontractor in which the latter commits to providing sufficient capacity in the event of a contract.

# AWARD CRITERIA

## Award criteria

The contract will be awarded on the basis of which tender has the best ratio between price or cost and quality, based on the following criteria:

| Criterion | Weighting | Documentation requirements |
| --- | --- | --- |
| **Price**  | 20 % | The supplier must complete the price schedule in **Appendix 1.** |
| **Expertise and experience**Will be evaluated based on the following:* Knowledge and experience of humanitarian response
* Knowledge and experience of humanitarian innovation
* Technical knowledge and experience within innovative financing and/or food security
* Knowledge and experience with private sector engagement in humanitarian sector
* Experience with the evaluation of applications
* Knowledge and experience of evaluation of humanitarian innovation projects
 | 80 % | The supplier shall provide: * CV detailing relevant work experience.
* Cover letter
 |

## Awarding of points and weighting model

A points scale of 1 to 10 points will be used, where 10 points will be awarded to the best response for a given award criterion and a relatively lower point score to the remaining tenders. A straight line calculation method will be used for calculating the point score for the criterion 'Price'. If the highest price is twice as high as the lowest price, a proportional calculation model will be used for the price criterion. Weighting shall be in accordance with the table above.

## 9.3 Climate and environment as award criteria

The Client considers that the procurement, by its nature, has a climate footprint and environmental impact that is insignificant, cf. Foa. Section 7-9 (5). The procurement concerns the purchase of consulting services that involve little travel. This results in a modest climate footprint and a minimal environmental impact and is assessed by the Client as "insignificant" and is therefore exempt from the FOA. Section 7-9 (2).

# Appendix 1 - Price schedule

The price schedule must be completed by the supplier. Incorrect or inadequate completion may result in rejection of the tender. Prices must be specified as single prices and not in intervals. If prices are specified in intervals, the highest price will be used. All prices must be stated in NOK, excl. VAT.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role in the project** | **Hourly rate (excl. VAT)** | **Specify the resource’s share (%) in the project.** | **Total hourly rate** |
| Project manager |  |  |  |
| Senior resources |  |  |  |
| Junior resources |  |  |  |
|  |  | 100 % |  |
| **Total hourly rate:** |  |

The percentage share specified in the price form shall reflect the actual use of the resource under the contract.

# Appendix 2 – Standard changes to the SSA-R (ENG)

**Framework Agreement governing the purchase of goods and services within ICT and Consultancy services**

**Appendix 3 – Agreement terms and conditions for the awarding contract that may be issued under the Framework Agreement with complete Appendices**

Call-offs under the Framework Agreement will apply resp. the Norwegian Government's standard agreement on consultancy assistance, (SSA-B) with the Client's standard amendment document to SSA-B and the Norwegian Government's standard agreement on consultancy assignments (SSA-O) with the Client's standard amendment document to SSA-B.

Any extension of the Framework Agreement in accordance with the option takes place automatically, unless the Client terminates the agreement. Such termination must be notified in writing no later than 3 months before the agreement expires.

# Appendix 3 – Standard changes to the SSA-B (ENG)

**The State’s standard agreements**

**Agreement for assistance from the consultant (SSA-B)**

**Annex 5 – changes to the general agreement text**

|  |  |
| --- | --- |
| **Reference** | **Text** |
| SSA-B 3.6The second and third paragraphs are omitted. New second paragraph. | **Duty of confidentiality**For employees and others who perform work or services for the Customer (Innovation Norway), the duty of confidentiality applies according to the Act on Innovation Norway section 27. Subcontractors and third parties who become aware of information relating to the contractual relationship shall be subject to a duty of confidentiality corresponding to the duty of confidentiality set out in the Act on Innovation Norway section 27.Employees of the Supplier, subcontractors and any third parties shall sign the confidentiality statement formulated by Innovation Norway.  |
| New Point SSA-B 3.11  | **Securing of material and software**Based on the client’s position in society, the Supplier shall take appropriate precautions to ensure that unauthorised persons are not able to access or become aware of any confidential material or information. Software with accompanying documentation shall be specifically protected against unlawful or accidental dissemination and use. |
| SSA-B 4.1New second paragraph added | **Remuneration**Items for portions of the delivery, where a price is not stated, are considered to be included in the price of other items, unless otherwise stated in Annex 4. All individual parts of the solution that appear in the agreement, descriptions, drawings, etc. for the delivery are included in the function, unless clearly stated in Annex 4 that certain functions are not included in the price. |
| SSA-B 4.5New third paragraph added | **Price change**If the Supplier, by written notice received by Innovation Norway, has not claimed a price adjustment within 6 months after the right to present such a claim arose, the entitlement to a price adjustment for this calendar year is lost. |
| SSA-B 5New fourth paragraph added | **Copyright and ownership rights**The Supplier is responsible for ensuring that third party rights, such as ownership rights, copyrights and other material and intellectual property rights are not infringed when performing his duties under the Agreement.The Client requires that the result is in compliance with the Copyright Act and other intellectual property legislation, and that consent from other rights holders is obtained and available in writing, and that there are no other parties who have rights to the material. |
| New paragraph SSA-B 7.5 | **Impartiality**Innovation Norway will apply stringent criteria when assessing whether any disqualifying situations are present. The company is expected to have a policy and arrangements to identify and assess impartiality or conflicts of interest. |
| New paragraph SSA-B 7.6 | **Ethical guidelines for Innovation Norway**The tenderer who is awarded the assignment must confirm in the contract that the Ethical Guidelines for Innovation Norway applies to executing personnel at the supplier. |
| New paragraph SSA-B 7.7 | **Access to systems**The Supplier shall not have access to the Client's computer systems or other systems, unless otherwise agreed in writing.All practical matters related to the Assignment are agreed in writing with the Client. |
| New paragraph SSA-B 7.8 | **Loyalty**The Supplier acknowledges the Client’s need for extensive trust by customers, the owner and otherwise in society. The Contractor further acknowledges, for these reasons, that special obligations must apply to contracted consultants at the Client.The Contractor is obligated accordingly to show loyalty to the Client during the agreement period and later on, including never to misuse any information or relationships acquired through performing the assignment for the Client. |
| New paragraph SSA-B 7.9 | **Ethics and social responsibility****Sustainability and social responsibility**The Client must contribute to sustainable development, including greater corporate social responsibility in Norway. The Parties agree that their collaboration must be based on high ethical standards, avoid contributing to corruption, violations of human rights, and poor working conditions, and have no deleterious effects on local communities and the environment. The Client expects that customers and partners have guidelines for ethics and social responsibility for their activities.**Anti-corruption**Innovation Norway has a zero tolerance policy for corruption and its anti-corruption policy applies to all of the company's contracted consultants and suppliers. Corruption encompasses a wide range of activities where the purpose is to obtain illegal advantages. Examples of corruption include bribery, improper gifts and favouritism, kickbacks and facilitation payments. **Consequences**If serious matters are detected that are contrary to the points referred to in this provision, Innovation Norway may terminate the contractual relationship with immediate effect. |
| Addition to Annex 4 | **Requirements for invoices issued to Innovation Norway**The Supplier's invoices shall be specified and documented, so that the Client can easily verify the invoices in relation to the agreed remuneration. All invoices relating to hours recorded on an ongoing basis shall be accompanied by a detailed specification of the hours incurred. Outlays must be specified. The Client shall pay invoices from the Supplier in accordance with the Client's current payment routines. Invoices are paid 30 days after receipt, pending approval.The Supplier shall submit invoices and credit notes in accordance with the fixed format Electronic Commerce Format (EHF). The Supplier shall use the resource number that is provided at all times by the Client's contact person as a reference on the invoices (“our ref.”). The Supplier must himself bear any costs incurred for the submission of electronic invoices.It is a prerequisite for payment that any agreed/required report/documentation is available. For claims for interest on overdue payments, Innovation Norway only pays the prevailing rate of interest stipulated in the Act relating to Interest on Overdue Payment etc., of 17.12.76. |

# Appendix 4 – Standard changes to the SSA-O (ENG)

**Appendix 4 to the Tender documents**

**The State’s standard agreements**

**Agreement on assessment and development assignments from the Consultant (SSA-O)**

**Annex 6 – changes to the general agreement text**

Sideskift

|  |  |
| --- | --- |
| **Reference**  | **Text**  |
| SSA-B 5.4  The second and third paragraphs are omitted. New second paragraph.    | **Duty of confidentiality** For employees and others who perform work or services for the Customer (Innovation Norway), the duty of confidentiality applies according to the Act on Innovation Norway section 27. Subcontractors and third parties who become aware of information relating to the contractual relationship shall be subject to a duty of confidentiality corresponding to the duty of confidentiality set out in the Act on Innovation Norway section 27.  Employees of the Supplier, subcontractors and any third parties shall sign the confidentiality statement formulated by Innovation Norway.    |
| Addition   SSA-B 3.6 second paragraph    | **Securing of material and software** Based on the client’s position in society, the Supplier shall take appropriate precautions to ensure that unauthorised persons are not able to access or become aware of any confidential material or information.   Software with accompanying documentation shall be specifically protected against unlawful or accidental dissemination and use.  |
| SSA-B 4.1  New second paragraph added  | **Remuneration** Items for portions of the delivery where a price is not stated are considered to be included in the price of other items unless otherwise stated in Annex 5. All individual parts of the solution that appear in the agreement, descriptions, drawings, etc. for the delivery are included in the function, unless clearly stated in Annex 5 that certain functions are not included in the price.  |
| SSA-B 6.5  New third paragraph added  | **Price change** If the Supplier, by written notice received by Innovation Norway, has not claimed a price adjustment within 6 months after the right to present such a claim arose, the entitlement to a price adjustment for this calendar year is lost.  |
| SSA-B  7  New fourth paragraph added  | **Copyright and ownership rights** The Supplier is responsible for ensuring that third party rights, such as ownership rights, copyrights and other material and intellectual property rights are not infringed when performing his duties under the Agreement. The Client requires that the result is in compliance with the Copyright Act and other intellectual property legislation, and that consent from other rights holders is obtained and available in writing, and that there are no other parties who have rights to the material.   |
| New paragraph SSA-B 10.5  | **Impartiality** Innovation Norway will apply stringent criteria when assessing whether any disqualifying situations are present.  The company is expected to have a policy and arrangements to identify and assess impartiality or conflicts of interest.  |
| New paragraph SSA-B 10.6  | **Ethical guidelines for Innovation Norway** The tenderer who is awarded the assignment must confirm in the contract that the Ethical Guidelines for Innovation Norway applies to executing personnel at the supplier.  |
| New paragraph SSA-B 10.7  | **Access to systems** The Supplier shall not have access to the Client's computer systems or other systems, unless otherwise agreed in writing.  All practical matters related to the Assignment are agreed in writing with the Client.   |
| New paragraph SSA-B 10.8  | **Loyalty** The Supplier acknowledges the Client’s need for extensive trust by customers, the owner and otherwise in society. The Contractor further acknowledges, for these reasons, that special obligations must apply to contracted consultants at the Client.  The Contractor is obligated accordingly to show loyalty to the Client during the agreement period and later on, including never to misuse any information or relationships acquired through performing the assignment for the Client.   |
| New paragraph SSA-B 10.9  | **Ethics and social responsibility** **Sustainability and social responsibility**The Client must contribute to sustainable development, including greater corporate social responsibility in Norway. The Parties agree that their collaboration must be based on high ethical standards, avoid contributing to corruption, violations of human rights, and poor working conditions, and have no deleterious effects on local communities and the environment. The Client expects that customers and partners have guidelines for ethics and social responsibility for their activities.  **Anti-corruption**Innovation Norway has a zero tolerance policy for corruption and its anti-corruption policy applies to all of the company's contracted consultants and suppliers. Corruption encompasses a wide range of activities where the purpose is to obtain illegal advantages. Examples of corruption include bribery, improper gifts and favouritism, kickbacks and facilitation payments.   **Consequences**If serious matters are detected that are contrary to the points referred to in this provision, Innovation Norway may terminate the contractual relationship with immediate effect.  |
| Addition to Annex 5  | **Requirements for invoices issued to Innovation Norway** The Supplier's invoices shall be specified and documented, so that the Client can easily verify the invoices in relation to the agreed remuneration.  All invoices relating to hours recorded on an ongoing basis shall be accompanied by a detailed specification of the hours incurred. Outlays must be specified. The Client shall pay invoices from the Supplier in accordance with the Client's current payment routines. Invoices are paid 30 days after receipt, pending approval. The Supplier shall submit invoices and credit notes in accordance with the fixed format Electronic Commerce Format (EHF). The Supplier shall use the resource number that is provided at all times by the Client's contact person as a reference on the invoices (“our ref.”). The Supplier must himself bear any costs incurred for the submission of electronic invoices. It is a prerequisite for payment that any agreed/required report/documentation is available.    For claims for interest on overdue payments, Innovation Norway only pays the prevailing rate of interest stipulated in the Act relating to Interest on Overdue Payment etc., of 17.12.76.  |