

Request for Offers

RFQ Name	Assessment Study on Barriers to Entrepreneurship and self-employment for Women with Disabilities
RFQ No.	01 - WES- 2022
Initiative Name	Reducing Barriers to Entrepreneurship and Self-Employment for Women with Disabilities
Supported by	Oxfam
Date	08/09/2022

Dear Sir/Madam,

You are kindly requested to submit an offer in response to this RFQ for all the required tasks as detailed in the enclosed Terms of Reference – TOR (Annex – IV)

To enable you to submit an offer, kindly find herewith enclosed the following:

- i. Instructions to Offerors.....(Annex I)
- ii. General Conditions of the Contract.....(Annex II)
- iii. Financial Offer Form(Annex III)
- iv. Terms of Reference (TOR).....(Annex IV)

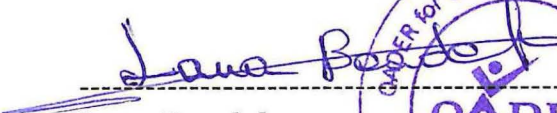
Your offer comprising of technical & financial parts, shall reach procurement@qader.org no later than **14:00 PM, Saturday 17th of September 2022**.

And please indicate in the subject: –

RFQ: Assessment Study on Barriers to Entrepreneurship and self-employment for Women with Disabilities (01 – WES – 2022).

If you request additional information, we will endeavor to provide it expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your offer.

Kind Regards,


Lana Bandak
Director General
QADER for Community Development



Instructions to Offerors

A. Introduction

1. General

QADER for Community Development is implementing an initiative entitled ***“Reducing Barriers to Entrepreneurship and Self-Employment for Women with Disabilities”*** with the support of Oxfam. The aim of the initiative is to understand the gender specificity and complexity in term of the barriers and obstacles faced by entrepreneurial women with disabilities in the Palestinian labor market. Moreover, to examine how entrepreneurship offers a solution to women with disabilities in the labor market to solve general disadvantages and social exclusion. And as a result, the research will identify the emerging evidence and experimental facts faced by women with disabilities when starting their own business and thus share purposeful recommendations to overcome those barriers and mindset constraints.

You are kindly requested to submit an offer in response to this RFQ for carrying out the assignment as detailed in the Terms of Reference.

Cost of Offer

The Offeror shall bear all costs associated with the preparation and submission of the offer, QADER will in no case be responsible or liable for those costs, regardless of the conduct of outcome of the solicitation.

B. Solicitation Document

2. Contents of solicitation documents

Offerors may offer their services for one or all lots as detailed in the Terms of Reference. Offers must offer services for the total requirements of each lot. Offers offering only part of the requirements of the lot will be rejected. The offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to comply with the documents will be at the offeror's risk and may affect the evaluation of the offer.

3. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify QADER for Community Development in writing at the organization's mailing address or fax number indicated in the RFP. QADER will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than 3 days prior to the deadline for the submission of Offers. All prospective Offerors will be notified in writing about QADER's response (including an explanation of the query but without identifying the source of inquiry).

4. Amendments of solicitation document

At any time prior to the deadline for submission of Offers, QADER may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment. All prospective Offerors will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, QADER may, at its discretion, extend the deadline for the submission of Offers.

C. Preparation of Offers

5. Language of the Offer

The offer, the forms and correspondence relating to this RFQ exchanged by the Offeror and QADER for Community Development can be written in **English** or **Arabic**.

6. Documents comprising the offer

The Offer shall comprise the following components:

- (a) **Operational and technical part of the offer**, including relevant documentation to demonstrate that the Consultant/team meets all requirements.
- A brief presentation of the individual/team, and their CVs.
 - List of similar previous assignments and relevant experience.
 - Proposed Methodology and approach

**** In case the offeror is a consultancy firm**, the offer should include a valid deduction at source, in addition to the company profile, and the CV of the proposed consultant(s) / Team.

(b) **Financial Offer** completed Annex III - page 8

7. Offer Price and Currency

The Offeror shall indicate on the appropriate Price Schedule the price of services for each that it proposes to perform under the contract.

All prices must be quoted in **EUR** and **Excluding Tax**.

- **In case of Consultancy Firm**, the prices shall **ENXCLUDE VAT**, and provide a valid deduction at source. In case of not providing a deduction at source, QADER shall deduct the tax and transfer it to the income tax department (Ministry of Finance) pursuant to the applicable law for such contracts.
- **In case of Individual Consultants**, QADER shall deduct the income tax (10% of total contract price) and transfer it to the income tax department (Ministry of Finance) pursuant to the applicable law for such contracts.

8. Period of validity of offers

Offers shall remain valid for (120) days after the date of Offer submission prescribed by QADER, pursuant to the deadline clause. An Offer valid for a shorter period may be rejected by QADER on the grounds that it is non-responsive. In exceptional circumstances, QADER may solicit the Consultant's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Consultant granting the request will not be required nor permitted to modify its Offer.

9. Format and signing of Offers

The offer shall be prepared and signed by the offeror, or a person or persons duly authorized to bind the offeror to the contract.

10. Payment

QADER for Community Development shall affect payments to the Contractor after acceptance of the payment request(s)/invoice(s) submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Offers

11. Marking of offers

The Offeror shall indicate in the subject as follow:

RFQ: Assessment Study on Barriers to Entrepreneurship and self-employment for Women with Disabilities (01 – WES – 2022).

12. Deadline for submission

Offers must be received by QADER for Community Development" no later than **14:00 PM, Saturday 17th of September 2022**

13. Late offers

Any Offer received by QADER for Community Development after the deadline for submission of offers, pursuant to clause (12) "Deadline for the submission of offers", will be rejected.

14. Modification and withdrawal of Offers

The Offeror may withdraw its Offer after the Offer's submission, provided that written notice of the withdrawal is received by QADER for Community Development prior to the deadline prescribed for submission of Offers. The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Offers.

No Offer may be modified subsequent to the deadline for submission of offers. No Offer may be withdrawn in the interval between the deadline for submission of offers and the expiration of the period of offer validity specified by the Offeror on the Offer Submission Form.

E. Opening and Evaluation of Offers

15. Opening of offers

QADER for Community Development will open the Offers on the same date of deadline for submission of offers.

16. Clarification of offers

To assist in the examination, evaluation and comparison of Offers, QADER may at its discretion, ask the Offeror for clarification of its Offer. The request for clarification and the response shall be in writing and no change in price or substance of the Offer shall be sought, offered, or permitted.

17. Preliminary examination

QADER will examine the Offers to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Offers are generally in order. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Offer will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. Prior to the detailed evaluation, QADER will determine the substantial responsiveness of each Offer to the Request for Quotations (RFQ). For purposes of these Clauses, a substantially responsive Offer is one which conforms to all the terms and conditions of the RFQ without material deviations.

The Purchaser's determination of an offer's responsiveness is based on the contents of the Offer itself without recourse to extrinsic evidence.

An Offer determined as not substantially responsive will be rejected and may not subsequently be made responsive by the Offeror by correction of the nonconformity.

18. Evaluation and comparison of offers

The Evaluation will be based upon the following criteria:

Evaluation Criteria		Maximum Score
1.	Financial Evaluation	30
2.	Technical Evaluation	70
	2.1 Consultant's background	
	2.2 Previous relevant work experience	
Total		100

F. Award of Contract

19. Award criteria, award of contract

QADER for Community Development reserves the right to accept or reject any Offer, and to annul the solicitation process and reject all Offers at any time prior to award of contract, without thereby incurring any liability to the affected Offeror.

Prior to expiration of the period of offer validity, QADER will award the contract to the qualified Offeror whose Offer after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

20. Signing of the contract

Within 3 days of receipt of the contract, the successful Offeror shall sign and date the contract and return it to QADER.

General Conditions of Contract

1. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of QADER for Community Development.

2. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of QADER for Community Development for all sub-contractors.

3. CITATION

It is recognized that the accomplishment of the work may involve the consultant's review and/or use of third-party sources. As such, the consultant at all times shall ensure the work product includes complete and accurate referencing and citations, in accordance with standards generally enforced in academia, and that any work produced does not misappropriate or infringe upon the intellectual property rights of third parties. The consultant bears sole responsibility for any consequences arising from claims of plagiarism or the infringement of intellectual property rights.

4. INFORMATION CONFIDENTIALITY

The consultant guarantees confidentiality by his/her signature and maintains the participants' information for internal use only with QADER, no sharing of any related information and assignment documents for outside parties before, during and after period of assignment.

5. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

Except as is otherwise expressly provided in writing in the Contract, QADER shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for QADER under this Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for QADER.

6. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 6.1. Force majeure, as uses in this article, means act of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of similar nature or force which are beyond the control of the parties.
- 6.2. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the contractor shall give notice as full particulars in writing to QADER, of such occurrence or change if the contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this contract. The contractor shall also notify QADER of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this contract. The notice shall include steps proposed by the contractor to be taken including any reasonable alternative means for performance that is not prevented by force

majeure. On receipt of the notice required under this article, QADER shall take such action as, in its sole discretion; it considers being appropriate or necessary in the circumstances, including the granting to the contractor of a reasonable extension of time in which to perform its obligations under this contract.

- 6.3. If the contractor is rendered permanently unable, wholly, or in part, by any reason of force majeure to perform its obligations and meet its responsibilities under this contract, QADER shall have the right to suspend or terminate the contract on the same terms and conditions as are provided for in article 6 "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

7. TERMINATION

- 7.1. Either party may terminate the contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party. The initiation of arbitral proceeding in accordance with article 7 "Settlement of Disputes" below shall not be deemed a termination of the contract.
- 7.2. QADER reserves the right to terminate without cause the contract at any time upon fifteen (15) days prior written notice to the contractor, in which QADER shall reimburse the contractor for all reasonable costs incurred by the contractor prior the receipt of the notice of termination.
- 7.3. In the event of any termination by QADER under this article, no payment shall be due from QADER to the contractor except for work and services satisfactorily performed in conformity with the express terms to the contract, the contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and future expenditures.
- 7.4. Should the contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the contractor make an assignment for the benefit of its creditors, or should a receiver be appointed on account of the insolvency of the contractor, QADER may, without prejudice to any other right or remedy it may have, terminate the contract forthwith. The contractor shall immediately inform QADER of the occurrence of any of the above events.

8. SETTLEMENT OF DISPUTES

- 8.1. **Amicable Settlement:** the parties shall use their best efforts to settle amicably any disputes, controversy or claim arising out of, or relating to the contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedures as many be agreed between parties.
- 8.2. **Arbitration:** unless, any such dispute, controversy or claim between the parties arising out of or relating to the contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this article sixty (60) days after receipt by one party of the other party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either party to arbitration in accordance to UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

(Annex III)

FINANCIAL OFFER

RFQ Name	Assessment Study on Barriers to Entrepreneurship and self-employment for Women with Disabilities
RFQ No.	01 – WES – 2022
Project	Reducing Barriers to Entrepreneurship and Self-Employment for Women with Disabilities
Funded by	Oxfam

Messer's QADER for Community Development

Please find below my financial offer for carrying out the assignment as per the technical offer enclosed with this offer, and in accordance with the conditions of the contract and the TOR.
The Financial Offer should be detailed and include all costs that are associated with this assignment, including proposed team transportation, communication ...Etc.

Item		Unit	Quant-ity	Unit Price (EUR)	Total (EUR)
1.	Consultancy Fees <i>(Including all required tasks as per the TOR)</i> <i>Add rows for detailing your price offer as you see appropriate</i>	Day			
Total (EUR)					
in Words:					

*** The price should include Tax

Offeror Name: _____ ID/VAT No.: _____
 Address: _____ Email: _____
 Telephone No.: _____ Mobile No.: _____
 Signature & Stamp: _____ Date: _____

Terms of Reference

(Assessment Study on Barriers to Entrepreneurship and self-employment for Women with Disabilities)

1. Background

QADER for Community Development is a non-profit organization based in Bethlehem and operating in Palestine since 2008. QADER focuses on the empowerment and inclusion of persons with disabilities through influencing public policies, developing capacities of relevant stakeholders, promoting public awareness and inclusive community practices, and promoting economic empowerment of Persons with Disabilities.

Global Funds (GF) is part of the thematic funds under the **Equality in Action (EIA)** volunteer cooperation program supported by Oxfam. Global Funds were defined to provide an effective means of strengthening the autonomy and capacity of partners to contribute to improving the economic or social well-being of the poorest, most marginalized, and most vulnerable people, particularly women and young women to advance gender justice and inclusive governance.

Global Funds objectives is to:

- Increase opportunities for partners to apply their skills and knowledge to strengthen their initiatives.
- To allow partners to experiment with inclusive and sustainable methodologies, approaches or technologies that can be replicated on a larger scale.
- Advance gender justice and inclusive governance.
- Enable partners to improve their capacity to mobilize resources and, by extension, their prospects for financial sustainability.

2. Purpose of the assignment

This assignment aims to assess and understand the barriers and obstacles faced by women with disabilities entrepreneurship and self-employment in the Palestinian labor market. Moreover, this initiative aims to examine how entrepreneurship offers a solution to women with disabilities in the labor market to solve general disadvantages and social exclusion. And as a result, the study will identify the emerging evidence and experimental facts faced by women with disabilities seeking to start their own business and thus share purposeful recommendations to overcome those barriers and mindset constraints.

3. Scope of work

The consultant shall carry out the following tasks:

Task 1: Conduct kick-off meeting with QADER.

Task 2: Literature Review

Conduct desk review of relevant literature in relation to Women with disability (WwD) and entrepreneurship in the Palestinian labor market, with focus on understanding the economic context and its relation to entrepreneurship in Palestine especially for WwDs.

Task 3: Prepare and submit an inception report.

Task 4: Prepare data collection tools and collect data

Prepare data collection tools and share them with QADER for review and approval.

Conduct data collection, through basically, focus group discussions with women with disabilities (indicative: 3 FGDs), case studies (indicative: 3 CS), and key informant interviews with key stakeholders (Indicative: 3 KIIs).

Task 5: Data cleaning and analysis.

Task 6: Drafting the study.

Task 7: Conduct a workshop with key stakeholders for validating the main findings of the study and draw recommendations.

Task 8: Prepare the final version of the study after incorporating all comments and feedback provided by QADER and consulted stakeholder.

Task 9: Conduct final workshop for presenting the study main findings.¹

4. Deliverables:

- Inception report
- Data collection tools and methodologies.
- Draft study in Arabic
- Develop key findings and Recommendations in English version.
- Final version of the study, upon QADER approval

5. Level of Effort/ period of assignment:

The expected level of effort for the researcher to carry out the required tasks and submit final all deliverables is between 20 to 25 working days.

6. Duration

The assignment should be accomplished within 8 weeks from the date of signing the contract.

7. Consultant Qualifications & Competencies

Interested candidates who apply for this consultancy should ideally possess the following profile:

- a. University degree in a related field, preferably a master's degree.
- b. Full knowledge of Palestinian laws, policies, and strategies on the right of PwDs and the Palestinian labor market in addition to the knowledge on the international convention on the rights of persons with disabilities – UNCRPD.
- c. Knowledge in the Palestinian economic context and entrepreneurship context especially for persons with disabilities.
- d. Good knowledge on the eco-system landscape in OPT.
- e. Knowledge of context of the Palestinian labor market, especially for persons with disabilities.

• ¹ Note: the researcher should keep a record of all documents reviewed and a list of literatures reviewed.

- f. Strong profile in Carrying out, designing, and delivering gender sensitive research and studies related to labor market, entrepreneurship, and development issues in general and relevant to Disability in specific.
- g. Excellent analytical skills.
- h. Excellent facilitation skills.

8. financial offer

- a. Prices are valid for 120 days.
- b. The submitted offers should be in EUR excluding VAT (project is VAT Exemption). The tendered should be able to issue an official vat exemption invoice.
- c. The tendered should submit a valid deduction at source certificate, if not they Oxfam will deduct a percentage of the final payment according to Palestinian Taxation department & laws.

***** Persons with disabilities are highly encouraged to apply for this consultancy; QADER for Community Development is committed to the principle of equal opportunities for all *****