



## Ministry of Interior, Federal Affairs and Democratization

Call For Proposal (CFP) For Reconciliation Activities	
<b>Assignment</b>	Call for Proposal for Xero-jaale.
<b>Type of Contract</b>	Consultancy Firm
<b>Duration of the Contract</b>	1 Month
<b>Duty Station</b>	Garowe with travel possibilities
<b>Reporting to</b>	Director General Director for Peace and Reconciliation

### 1. Background

The Ministry of Interior, Federal Affairs and Democratization (MOIFAD) is one of the eight foundational ministries of the Puntland State of Somalia established in 1998, which holds a pivotal role in governance, peace-building, and democratization. MOIFAD's extensive mandate includes interior affairs, local governance, decentralization, democratization, and peace-building and reconciliation. Tasked with enhancing urban and rural life, ensuring state security, and implementing federalism, democratization, and decentralization reforms, MOIFAD addresses the welfare of Internally Displaced Persons (IDPs), mixed Migration Refugees, and disaster management while promoting peace in Puntland.

To fulfill its mandate, MOIFAD undertakes a multifaceted role, overseeing stewardship, coordination, and supervision of local governance and decentralization. It collaborates with the Ministry of Security on internal security matters, initiates decentralization policies, and fosters civic participation in governance. MOIFAD also plays a vital role in programming efforts related to IDPs and refugees, embodying a comprehensive approach to sustainable development. Crucially, MOIFAD leads reconciliation and mediation interventions to prevent social conflicts, fostering social cohesion and sustaining a peaceful environment conducive to the flourishing of good governance and democracy.

Aligned with the Ministry of Interior, Federal Affairs, and Democratization's priorities, the call for proposals aims to support Puntland in resolving inter-clan conflicts. The consultant will assist the Ministry in interventions that addresses conflict management and establishes supportive peace-building infrastructure. This initiative seamlessly integrates into the Puntland Five-Year Development Plan, MOIFAD's strategic plan, The program extends support to the Federal Government's Inclusive Politics Roadmap (e.g., Reconciliation), aligning with Somalia's Development and Reconstruction Facility's five pillars, Benchmark 1, and the National Development Plan focusing on Security, Resilience, Gender, and Human Rights. It constitutes a pivotal component of the National Reconciliation Framework.

This call for proposal intends to hire a consultancy firm/organization to facilitate reconciliation activities that compounds to address recurrent violent conflicts

## Description of Assignment

The intention of this call is to engage with the citizenry through civic engagement and public outreach campaigns, which are essential to create civic knowledge and enhance public participation in the processes of reconciliation and peacebuilding. Therefore, the Ministry of Interior, Federal Affairs and Democratization of Puntland State Government is seeking proposals from Consultancy Firms or Civil Society Entities to implement high impact programs on the advancement of civic engagement and public outreach on the ongoing processes of reconciliation and peace building in Puntland with geographical focus on Mudug region's Herojale settlement, Galdogob district of western Mudug region.

The Project recognizes various layers of reconciliation with a strong focus on clan engagement by supporting inter-clan reconciliation initiatives and efforts aimed at reconciling the protracted conflict between two sub-clans within the marginalized communities in Herrojalle community settlement.

The initiative will also assist the Ministry by strengthening the capacity of state structures to engage in genuine reconciliation and peace building processes. The consultant firm/organization engagement is in line with the approved project document of the government under the following outputs:

- Facilitation of inter-clan reconciliation conference (Herojalle Community Reconciliation Conference). Herojalle is a community settlement under Galdogob district of western Mudug region. The settlement is solely resides by the marginalized community. However, within that marginalized community, two sub-clans of them have been in conflict for over 10 years in which each man in Herojalle of above 15 and over 70 years is armed. Since the community is marginalized the lack elders, schooled people or business community who play a role in managing the conflict.

## 2. Objectives

The consultancy firm/ organization to assist the Puntland Ministry of Interior in conducting inter-communal reconciliation conference in the Herrjalle.

- Develop a comprehensive plan for the inter-communal reconciliation conference, including identifying the key stakeholders, establishing the agenda, and setting clear objectives.
- Conduct a thorough analysis of the socio-political dynamics and historical context of the Herojale conflict in Mudug region to ensure a well-informed and inclusive reconciliation process be conducted for the already marginalized and divided community.
- Facilitate communication and engagement between different clans, communities, and relevant actors to build trust and promote dialogue for conflict resolution.
- Provide logistical support, such as venue arrangements, transportation, and necessary resources, to ensure the smooth execution of the conference.

- Develop sustainable mechanisms for monitoring and evaluating the outcomes of the reconciliation conference to assess its impact on peacebuilding and community relations in the Herojale community in Mudug region.

### 3. Key Deliverables of the Assignment

The selected consultancy firm/organization will be required to work closely with the key staff of the Ministry of Interior, Federal Affairs and Democratization of Puntland to successfully deliver the following deliverables:

**Inter-communal Reconciliation Conference:** The consultant organization should be responsible for organizing and conducting inter-communal reconciliation conferences for Herojale (marginalized, divided) community in the Mudug region. They should deliver a detailed plan for the conference, including the selection of participants, logistical arrangements, and the facilitation of dialogue and negotiations between the involved communities.

**Stakeholder Analysis and Engagement:** The Firm/Organization should conduct a stakeholder analysis to identify and engage relevant stakeholders for the reconciliation process, including community elders, mediators, government officials, and other key actors. They should provide inception report summarizing the findings of the analysis and present a plan for effective stakeholder engagement and methodology throughout the reconciliation process.

**Analysis:** Analysis on the context, history, and dynamics of inter-communal conflicts in the Herojale, Mudug region. This should result in a comprehensive report that identifies the root causes of conflicts, key grievances, and possible solutions. The report should serve as a foundation for informed decision-making during the reconciliation process.

**Reconciliation Conference Sessions:** plan and facilitate a mediation process that could contribute successful negotiations for facilitating agreements for coexistence and peace. The inter-communal reconciliation conference must provide a final report that captures the conflict issues, resolutions, and peace agreements witnessed by the government.

### 4. Proposal Submission

Interested consultancy firms/organizations are requested to submit the following documents as part of their proposal:

1. **Technical Proposal:** The technical proposal should include a detailed methodology, work plan, reconciliation session and mediation approach, methodology of the necessary workshops, disk reviews and researches. The applicant should highlight its past experience in reconciliation interventions, community forms, dialogues, institution capacity building and documentations. The Consultancy Firm/Organization should provide a comprehensive project proposal that outlines their understanding of the objectives and scope of the three activities. This should include a breakdown of the tasks, timelines, and the methodology they will employ to accomplish the goals.
2. **Financial Proposal:** The financial proposal should provide a breakdown of costs, including consultancy fees, travel expenses, accommodation, and any other relevant costs

associated with the assignment. Please indicate the total cost for the three-month training program.

3. **Curriculum Vitae (CV):** Submit CVs of key personnel who will be involved in delivering the assignment, highlighting their experience and qualifications in the relevant fields.
4. **References:** Provide contact details of at least three references from previous clients who can testify to the quality of your work.

## 5. Proposal Evaluation

The evaluation of proposals will be based on the following criteria:

1. Track record in projects related to local community's participation in peacebuilding/conflict resolution and politics.
2. Engaging with stakeholders, government bodies, justice, security sectors, traditional authorities, and religious leaders for advocacy on women's participation measures.
3. Previous engagements with media for advocacy and communication purposes.
4. Establishment of unified voices among local CSOs and leading grassroots movements.
5. Focus on marginalized groups, responsiveness to diversity, and coordination among governmental and non-governmental organizations.
6. Commitment to documenting and sharing knowledge, ensuring sustainability of results
7. Experience and Expertise: Demonstrated experience in delivering peace-building and reconciliation training
8. Methodology and Approach: Clarity and effectiveness of the proposed methodology, work plan, and reconciliation and mediation approach and policy of drafting the policy document.
9. Qualifications of Key Personnel: Relevance and expertise of key personnel involved in delivering the training.
10. Cost-effectiveness: Reasonableness and competitiveness of the financial proposal.

## 6. Duration and Payment Modality

The duration of the assignment-working framework, payment modality, and implementation plan schedules will be detailed in the contract.

## 7. Eligibility Requirements

The consultant firm that meets the following requirement will be eligible for selection:

- Registered at the national level in Puntland, exhibiting legal status, and possessing relevant experience in peace-building and reconciliation initiatives.
- Demonstrable track record and a reputable history in governance and capacity-building programs within conflict-affected regions.
- Proven expertise through technical staff specialized in areas such as public administration and policy, governance, international relations, and development, essential for effective peacebuilding efforts.
- Minimum of three to five years' experience in conducting research, designing research methodologies, data collection, mapping, and understanding laws and policy practices pertinent to local governments and capacity-building.

- Demonstrated sound financial management and transparency, substantiated by well-presented financial records. The organization must adhere to administrative laws, including financial management regulations and procurement practices, ensuring the capability to undertake activities before receiving the initial payment for services rendered.

## 8. Evaluation Criteria.

As per the procurement guidelines of the ministry of interior, federal affairs, and democratization of Puntland. The following are the evaluation criteria:

- 1) **Technical Evaluation – 70%**
- 2) **Financial Evaluation – 30% using least cost evaluation method.**

The following are the details of the technical and financial evaluations.

Criteria	Possible scores
<b>Criteria 1: Education:</b> Master’s degree in respective areas of expertise in the field of governance, Conflict Studies, Political Science, Public Policy and Development	10
<b>Criteria 2: Work Experience:</b> Minimum 3 years of research/consultancy experience in areas of Reconciliation and Peace-building, Policy formulation.	20
<b>Criteria 3:</b> Proposed methodology and work plans for the consultancy.	20
<b>Criteria 4:</b> Specific experience in carrying out similar capacity development interventions in Puntland.	10
<b>Criteria 5:</b> Familiarity with the workings of Partner Institutions and Results-Based Management Frameworks, particularly in fragile countries.	5
<b>Criteria 6:</b> Knowledge of the operations of the Policy Formulation, Mediation, Reconciliation and Peace-building.	5
<b>Criteria 7: Financial Evaluation for those scored above 49 out of 70.</b>	<b>30</b>
<b>Total</b>	<b>100</b>

## 9. Application Procedure

The consultancy firms/organizations should send the following documents to apply for the service provision assignment:

1. Call for proposal explaining the entity's capacity to carry out the activities outlined in the assignment functions.
2. Organization profile.
3. Registration and clearance showing that the firm/organization complies with tax regulations in Puntland.
4. Organogram (a diagram showing the structure and hierarchy of the organization).
5. CVs (resumes) of the consultants who will be involved in the assignment.
6. Technical Proposal: The technical proposal should include:
  - Understanding of the project requirements
  - Methodology for conducting the training needs assessment and designing the training program
  - Proposed training approach, including topics, methodologies, and interactive learning methods
  - Plan for ongoing mentorship and support
  - Team composition and qualifications
  - Project timeline and work plan
7. Financial proposal: The financial proposal should provide a detailed breakdown of costs related to the project, including consultant fees, travel expenses, training materials, and any other relevant expenses.
8. Evidence of financial capacity to pre-finance including bank statements.
9. All applications should be marked as “ Expression of Interest on Working Framework Agreement for Service Provision ” is to be submitted by email: [procurement@moifad.pl.so](mailto:procurement@moifad.pl.so) and copy procurement [info.moifad@plstate.so](mailto:info.moifad@plstate.so)

The deadline for this application is 13, January 2024.