



## Request for Proposal and Expression of Interest to Conduct Needs Assessment in 21 States of Nigeria Inclusive of FCT

### Introduction

SOS Children's Villages, is an esteemed child-centered International Organization, with a prominent presence in over 136 countries of the world with a vision that ensures every child belongs to a family and grows with love, respect, and security, SOS Children's Villages has been supporting children and young people without parental care, or at risk of losing it, in Nigeria since 1973, through various intervention programmes such as Family Strengthening and Alternative Care across eight states of the federation - Lagos, Ogun, Plateau, Oyo, Kaduna, Borno, Edo, Imo, Rivers and Benue states as well as the Federal Capital Territory.

Our care solutions include Alternative Care for Children, Family Strengthening, Youth Development, Advocacy and Humanitarian Action. We strengthen vulnerable families and prevent child abandonment through direct family empowerment (DFE) and community empowerment.

### Scope:

SOS Children's Villages is calling for the expression of interest of consultants/firm to conduct a needs assessment in line with the organizations' Strategic Objectives of extending its geographical presence to new locations in the country – Nigeria and to reach out to many more children and young people within this target group. The needs assessment is the justification for developing a comprehensive and tailored right based interventions to reduce the vulnerabilities in Nigeria and it will be carried out in twenty (20) states of Nigeria.

### Objectives

- To assess the needs of the target group (Children, youths and vulnerable families) and identify key stakeholders in each state for the development of effective and sustainable interventions and implementation plans.
- Conduct a comprehensive needs assessment of the target group.
- Identify relevant stakeholders at the state, local government, and community levels for potential partnerships.
- Develop tailored recommendations based on the assessed needs for each state, local government area, and community.
- To provide a basis for developing or improving programmes, services and interventions to address the identified needs.
- To facilitate a better communication and strengthen the understanding among stakeholders and SOS Children's Villages.

### Target Locations/States

States	LGAs
Lagos	Ajeromi-Ifeلودun, Alimosho, Kosofe, Mushin, Oshodi-Isolo, Ojo, Ikorodu, Surulere, Agege, Ifako-Ijaiye, Somolu, Amuwo-Odofin, Lagos Mainland, Ikeja, Eti-Osa, Badagry, Apapa, Lagos Island, Epe and Ibeju-Lekki
Ogun	Abeokuta South, Ado Ota-ota, Ewekoro, Ifo, Ijebu East, Ijebu North, Ijebu Northeast, Ijebu Ode, Ikenne, Imeko/afon, Ipokia, Obafemi/owode, Odeda, Odogbolu, Remo North, Sagamu, Yewa/Egbado North and Yewa/Egbado South.
FCT	Abaji LGA, Abuja Municipal LGA, Bwari LGA, Gwagwalada LGA, Kuje LGA, Kwali LGA
Plateau	Plateau Bassa, Barkin Ladi, Bokkos, Jos East, Jos North, Jos South, Kanke, Kanam, Langtang North, Langtang South, Mangu, Mikang, Pankshin, Qua'an Pan, Riyom, Shendam and Wase.
Borno	Abadam, Askira/Uba, Bama, Bayo, Biu, Chibok, Damboa, Dikwa, Gubio, Guzamala, Gwoza, Hawul, Jere, Kaga, Kala/Balge, Konduga, Kukawa, Kwaya Kusar, Mafa, Magumeri, Maiduguri Metropolitan, Marte, Mobbar, Monguno, Ngala, Nganzai and Shani.
Edo	Akoko-Edo, Egor, Esan Central, Esan North-East, Esan South-East, Esan West, Etsako Central, Etsako East, Etsako West, Igueben, Ikpoba-Okha, Oredo, Orhionmwon, Ovia North-East, Ovia, South-West, Owan East, Owan West, Uhumwonde
Oyo	Afijio, Akinyele, Atisbo, Atiba, Egbeda, Ibarapa East, Ibadan North, Ibarapa Central, Ido, Ibadan Southeast, Iwajowa, Ibadan Northeast, Ibarapa North, Irepo, Ibadan Southwest, Itesiwaju, Ibadan Northwest, Iseyin, Kajola, Lagelu, Ona-Ara, Oyo East, Ori Ire, Olorunsogo, Ogbomosho North, Ogo Oluwa, Orelope, Ogbomosho South, Oyo West, Oluyole, Saki East, Surulere and Saki West.
Bayelsa	Brass, Ekeremor, Kolokuma/Opokuma, Nembe, Ogbia, Sagbama, Southern Ijaw, Yenagoa.
Bauchi	Alkaleri, Bauchi, Bogoro, Damban, Darazo, Dass, Gamawa, Ganjuwa, Giade, Itas/Gadua, Jamaare, Katagum, Kirfi, Misau, Ningi, Shira, Tafawa Balewa, Toro, Warji and Zaki
Abia	Aba North, Aba South, Arochuku, Bende, Ikwuano, Isialangwa North, Isialangwa South, Isuikwuato, Obingwa, Osisioma, Ohafia, Ukwa East, Ukwa West, Umuahia North, Umuahia South, Ugunnagbo and Umunneochi.
Kogi	Adavi, Ajaokuta, Ankpa, Bassa, Dekina, Ibaji, Idah, Igbalamela Odolu, Ijumu, Kabba Bunu, Kogi, Lokoja, Mopa-Muro, Ofu, Ogori-Magongo, Okehi, Okene, Olamaboro, Omala, Yagba East, Yagba West,
Imo	Aboh-Mbaise, Ahiazu-Mbaise, Ehime Mbano, Ezinihitte Mbaise, Ideato North, Ideato South, Ihitte Uboma, Ikeduru, Isiala Mbano, Isu, Mbaitolu, Ngor Okpala, Njaba, Nkwere, Nwangele, Obowo, Oguta, Ohaji-Egbema, Okigwe, Onuimo, Orlu, Orsu, Oru East, Oru West, Owerri Municipal, Owerri North, Owerri West,
Rivers	Abua/Odua, Ahoada East, Ahoada West, Akuku-Toru, Andoni, Asari-Toru, Bonny, Degema, Emohua, Eleme, Etche, Gokana, Ikwerre, Khana, Obio/Akpor, Ogba/Egbema/Ndoni, Ogu-Bolo, Okrika, Omuma, Opobo/Nkoro, Oyigbo, Port Harcourt and Tai
Delta	Aniocha North, Aniocha South, Bomadi, Burutu, Ethiope East, Ethiope West, Ika South, Ika Northeast, Isoko South, Isoko North, Ndokwa East, Ndokwa West, Okpe, Oshimili North, Oshimili South, Patani, Sapele, Udu, Ughelli South, Ughelli North, Ukwuani, Uviwie, Warri Central, Warri North and Warri South
Akwa Ibom	Abak, Eastern Obolo, Eket, Esit Eket, Essien Udum, Etim Ekpo, Etinan, Ibeno, Ibesikpo Asutan, Ibiono Ibom, Ika, Ikono, Ikot Abasi, Ikot Ekpene, Ini, Itu, Mbo, Mkpato Enin, Nsit Atai, Nsit Ibom, Nsit Ubiom, Obot Akara, Okobo, Onna, Oron, Oruk Anam, Udung Uko, Ukanafun, Uruan, Urue-Offong/Oruko and Uyo
Taraba	Ardo-Kola, Bali, Donga, Gashaka, Gassol, Ibi, Jalingo, Karim Lamido, Kurmi, Lau, Sardauna, Takum, Ussa, Wukari, Yorro and Zing.
Nasarawa	Akwanga, Awe, Doma, Karu, Keana, Kokona, Lafia, Nasarawa Egon, Nasarawa, Obi, Toto and Wamba
Kwara	Kwara Asa, Baruten, Edu, Ekiti, Ifelodun, Ilorin East, Ilorin South, Ilorin West, Irepodun, Isin, Kaiama, Moro, Offa, Oke Ero, Oyun and Pategi
Osun	Aiyedade, Atakunmosa East, Aiyedire, Atakunmosa West, Boluwaduro, Boripe, Egbedore, Ejigbo, Ede North, Ede South, Ife Central, Ifelodun, Ife East, Ifedayo, Ilesha East, Isokan, Ila, Ife North, Iwo, Irepodun, Irepodun, Irewole, Ife South, Ilesha West, Obokun, Oriade, Ola-Oluwa, Olorunda, Odo-Otin, Orolu and Osogbo
Benue	Ador, Agatu, Apa, Buruku, Gboko, Guma, Gwer East, Gwer West, Kastina-ala, Konshisha, Kwande, Logo, Makurdi, Obi, Ogbadibo, Ohimini, Oju, Okpokwu, Oturkpo, Tarka, Ukum Ushongo and Vandekya,
Kaduna	Birni – Gwari, Chikun, Giwa, Igabi, Ikara, Jaba, Jema'a, Kachia, Kaduna North, Kaduna South, Kagarko, Kajuru, Kaura, Kauru, Kubau, Kudan,ere, Makarfi, Sabon – Gari, Sanga, Soba, Zangon – Kataf and Zaria





#### Deliverables

- A comprehensive needs assessment report with clear conclusions to the study objectives and recommendations based on the outcomes of the assessment on the needs of the target group specific to the context of each State, Local Government Area and community.
- Annex documents such as the database, analysis, contacts, questionnaires, pictures, recordings etc.

#### Competencies and Experience

- Minimum of 5 years of proven competence and experience in conducting needs assessment for INGOs, NGOs and/or Government.
- Adequate experience in gathering, analysis, interpretation and application of national and local relevant information and/or data on political, social, economic, technological, legal and cultural contexts for the purpose of writing research report, policy document or guidelines.
- Minimum of a Master's degree in related fields like Research Methodology, Sociology, Psychology, Social-pedagogy, Community Development, Law, Economics etc. Proven work experience will be an added advantage.
- An excellent collaborative work style, with openness to change and ability to receive/integrate feedback
- An excellent ability to plan for projects, implement, manage, and report milestones
- Demonstrated experience in virtual facilitation and use of virtual and research tools
- The ability to work under pressure and tight deadlines
- Outstanding communication and advocacy skills
- Excellent presentation, facilitation and report writing skills
- Demonstrated integrity and ethical standards
- Fluency in most relevant languages for the locations.

#### For firms:

- The bidding organizations would be required to submit technical and financial proposals (as applicable). The technical proposal should include a detailed protocol that details the methodology that would be used for the mapping and assessment including the data collections and analysis plans as well as reasonable timelines for the completion of the activity. The quality control and assurance processes that will be built into the processes should be outlined. Other specific information required are:
- Details of experience providing above mentioned services and references
- Pricing plans for all services (financial proposal)
- Specify if any part of their services is subcontracted to other parties, and if yes list the other parties

#### Application procedure:

Interested applicants/firms who meet the job requirements and qualifications and with the right personal attributes are invited to complete and submit the following:

1. A technical proposal detailing the methodology and work plan.
2. Financial proposal.
3. A list and brief description of the resource person (s) for the assignment outlining recent experience in similar assignments.
4. At least three references for a similar assignment.
5. Sample work that is similar to the assignment.

#### Evaluation of Proposal:

All proposals received (technical and financial proposals) will be evaluated based on the requested proposal information and on cost-vs-benefits basis.

#### Timeline of Consultancy:

The minimum time for this consultancy will be 90days (3 months). However, the firms/individuals expressing interest shall propose detailed timelines for the different components of the activity that are reasonable and realistic.

#### Payment Schedule

Payment to the consultant/firm shall be made in accordance with normal procedures of SOS Children's Villages. In principle, however, consultant fees will be paid upon the satisfactory report of performance.

The payment schedule will be as follows:

- First payment: after successful submission and approval of the work plan, approved tools etc will be paid 30% of total payment.
- Second payment: upon successful completion of all desk reviews, draft report per state, will be paid 30% of total payment.
- Third and final payment: upon submission of the final comprehensive report of the exercise, approved reports per state, annexes, pictures and contact will be paid 40% of the total payment.

SOS Children's Villages reserves the right to withhold payment if deliverables do not meet the requirements outlined in this Terms of Reference.

#### Ethics Approval and Disclosure:

The Consultant is required to secure and comply with the ethical approval processes mandated by Nigerian authorities prior to initiating data collection. Should it be necessary, full ethical approval must be obtained before the commencement of the consultancy. Ownership and copyright of all collected data shall reside with SOS Children's Villages. The Consultant agrees to maintain the confidentiality of all information acquired during and after the contract period, disclosing such information only with written authorization from SOS Children's Villages. Access to information for the Consultant will be granted strictly on a need-to-know basis.

#### Safeguarding:

The Consultant or firm is required to strictly follow the safeguarding policies of SOS Children's Villages, prioritizing the principle of "do no harm" throughout the exercise. Additionally, proactive measures will be implemented to prevent any individuals with criminal records from participating in the study in any capacity.

#### Submission of proposal plan

Proposals in response to this RFP should be addressed to the contact information below and emailed in one document to [soscv.procurement@sos-nigeria.org](mailto:soscv.procurement@sos-nigeria.org) latest August 25, 2024.

**Applications received after the deadline specified for submission may be rejected and disqualified.**

