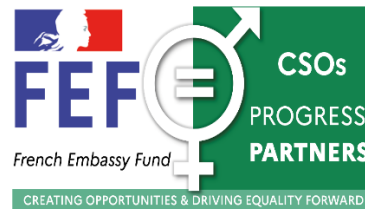


## Request for quotations (RFQ)

### CSO's Capacity building programme 2025 - Nigeria

**Deadline for applications: 24 January 2025**



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## I. Context

The Embassy of France in Nigeria is looking for an organization to develop and implement a capacity building training of ~20 Civil Society Organizations (CSOs) which will be selected in 2025 as recipients of a fund for micro-projects implementation, the French Embassy Fund (FEF).

### 1) Background

The Embassy of France in Nigeria launches its annual call for proposals to support projects from local Civil Society Organizations through the development fund called "French Embassy Fund for Civil Society Organizations" (FEF-OSC).

Ambassade de France au Nigeria, European Union Crescent, Off Constitution avenue,  
 Central Business District ABUJ, FCT (NIGERIA)  
 ☎ : (234) 02 094602800 - @: ng.ambafrance.org

### CSO's selected as recipients of FEF

FEF fund is an instrument from the Embassy of France in Nigeria to support projects from Nigerian Civil Society Organizations (CSOs). It aims at **funding small-scale, medium-scale and innovative projects and local initiatives** carried out by civil society organizations.

Since 2019, **multiple projects have been supported** fast-tracking progress towards women's rights, gender equality, sport and disabled people's rights as well as peacebuilding process and wildlife conservation across several states in Nigeria.

### Eligible CSOs

- Applicants to this Fund must be member of a **Nigerian Civil Society Organization** (associations, NGOs, cooperatives), or any non-profit-making legal person governed by private law, **officially registered for at least 24 months by the Nigerian authorities;**
- Community-based organizations (CBOs) from vulnerable groups, youth-led organizations and women and girls-led organizations are particularly encouraged to apply;
- Organizations that have already carried out projects in these areas for which this grant is requested;
- The programme strongly encourages **synergies, partnerships and coalitions of actors.**

### What are the priority areas supported by the FEF?



The above sustainable development goals are targeted by the projects.

#### **One major specific priority for projects:**

**Gender equality:** Promoting gender equality, combatting gender-based violence and promoting the socio-economic integration of women by leveraging:

- Economic and social empowerment for women and girls
- Health accessibility for women, girls and vulnerable groups
- Access to education for women, girls and vulnerable groups
- Peace, security and justice for all.

#### **Cross cutting objective:**

Promotion of **economic self-sufficiency** and sustainable **income-generating activities for women and girls, youth and vulnerable communities.**

- Contribute to long-term growth aligned with local needs and global development goals.
- Strengthen the economic independence of communities.
- Encourage innovative and inclusive approaches to:

- Develop beneficiaries' skills.
  - Improve access to economic resources.
  - Establish resilient and environmentally sustainable economic models.
- Focus on vulnerable groups, including women, youth, and marginalized populations.

The following projects would represent a strong asset during the selection process:

- Projects with **advocacy strategies and plan for dialogue** with local stakeholders (political authorities; traditional authorities; private sectors ...) and **communication strategy** (to the public and broader audiences e.g., on social medias, press, radio)
- Projects in **synergies with existing projects and programs of development**, reducing risks for duplications of efforts (consultations of International Organizations/ UN/NGOs/networks and local organizations etc.)
- Activities presenting a **capacity-building components**, supporting training and education needs and methods of civil society actors.
- Projects with **sustainability framework/strategy**: financial sustainability of the organization, sustainability of the activities in time, and sustainability of the response to identified gaps and challenges for the communities with long term strategic planning.
- Activities led in **partnership** between several local civil society organizations, networks, and communities.

## 2) Problem statement

Civil Society organizations selected as partners from previous years identified common challenges to performing fully the goals of the FEF-OSC programme: strengthening civil society towards fast-tracking sustainable development.

- **Lack of access to information:** Most of the CSOs members do not possess the basic knowledge of historic/legal/policy background required to evolve and grow within the civil society space of Nigeria.
- **Limited human resources:** Many of the recipient CSOs are recent, small scaled CSOs with limited human resources that comprehend benevolent volunteers. The team members are often cumulating several responsibilities without being equipped with basic skills: work organization tools, writing tools, accounting tools, project management and internal communication tools.
- **Lack of organizational development (OD):** Many recipient CSOs are at the initial phase of development and do not have clearly defined internal structure, policies, compliance mechanisms and standard operating procedures (SOPs).
- **Lack of strategic vision:** as the result of the aforementioned, the recipient CSOs lack often of clear priorities, plan and strategic vision.
- **Lack of material/financial resources:** the recipient CSOs are rarely equipped for resource mobilization, additionally they might face difficulties managing the resources allocated.

### 3) Response to address the lack of capacities of the recipient CSOs

The need for specifically tailored capacity building is clearly identified. The selected service provider will develop and deliver a well targeted training focusing on initial capacity building for CSOs, basics of organizational developments (OD) including some key thematic strengthening (e.g., Prevention of Sexual Abuses and Harassment-PSEAH).

## II. RFQ Details

### 4) Scope of Work

Under the overall supervision of the French Embassy's Cooperation and Cultural Affairs Department (SCAC), and specific follow up with the Program Officer, M. Pierre-Louis BONNEL, the organization will develop and implement a capacity building training strategically executed throughout the year 2025.

The CB designed will be designed for the recipient CSOs and will follow the calendar of the project implementation cycle of the FEF-OSC 2025.

The capacity building aims to develop skills of selected CSOs beyond the sole implementation of the FEF-25, yet, **the micro project management of the fund represents a "CSO incubating context", favourable to the scaling up the empowerment of those CSOs.** Hence, the capacity building providers will have to develop program, modules, hand-holding support, tools and material support reliable for each and all selected organizations.

**The scope of support extends to the logistic and travels** (travel, accommodation, food) for approximatively 20-35 participants to the in-person workshops, and online assistance for hybrid/online webinars. The venue for workshops can be booked and arranged in partnership with the French Embassy's Cooperation and Cultural Affairs Department (SCAC) and partners (for free).

Based on the need assessment filled by CSOs in the application process and under the guidance of the Embassy of France, the service provider will develop the training content.

**Upon request, dates, content, topics and tools for the training sessions (workshops, webinars etc.) may be changed by the Embassy of France and the service provider shall adapt to the request.**

### 5) Desired Experiences and expertise

The service provider may be a private sector company, a civil society organization, or a national or international NGO.

The service provider will justify its experience **of minimum two projects of capacity building for CSOs**, with background and track records, evaluations from the beneficiaries, and performance appraisals from funding entity (client/donor etc.) with valid reference check.

The service provider will illustrate experience in organizing workshop, webinars, developing tailored programs, materials etc.

The service provider will justify of an excellent expertise and knowledge of Nigerian civil society history/legal/policy context.

The service provider will justify of a solid experience in logistic management for travels, accommodation and restauration for groups.

## 6) Language

Fluency in English is required for all team members engaged on the project.

Fluency in one or more spoken languages of Nigeria is desirable.

## 7) Deliverables

Indicative Calendar for the FEF-OSC 2025	
<b>FIRST STAGE: CALL FOR PROPOSALS</b>	
14/01/2025	Publication of the call for proposals for CSOs
31/01/2025	Deadline for submission of applications for CSOs
<b>SECOND STAGE: SELECTION</b>	
From 01/02/2025	Pre-selection by the SCAC including possible field visits and organization of the steering committee
From 20/02/2025	End of the selection process and signature of grant agreements Kick-off meeting with the Program Officer
During February (Date TBC)	<ul style="list-style-type: none"> <li>1 Capacity building Workshop for Organizational development of recipient CSOs</li> <li>1 Webinar for Organizational development of recipient CSOs</li> </ul>
<b>THIRD STAGE: IMPLEMENTATION OF THE PROJECTS</b>	
01/03/2025	Start of the projects
15/04/2025	First brief report by CB provider
Between March- May 2025 (Date TBC)	<ul style="list-style-type: none"> <li>1 Capacity building Workshop for Organizational development of recipient CSOs and</li> <li>1 Webinar for Organizational development of recipient CSOs</li> </ul>
01/07/2025	Intermediary report by CB provider
Between August- October 2025 (Date TBC)	<ul style="list-style-type: none"> <li>1 Capacity building Workshop for Organizational development of recipient CSOs and</li> <li>1 Webinar for Organizational development of recipient CSOs</li> </ul>
01/10/2025	Second brief report by CB provider
15/12/2025	End of the project
<b>FOURTH STAGE: EVALUATION OF THE PROJECTS</b>	
30/12/2025	Final report submission by CB provider
December 2025 (Date TBC)	Restitution event with all recipient CSOs
12/2025- 03/2026	<ul style="list-style-type: none"> <li>Independent evaluation of the overall FEF-OSC program.</li> <li>Potential audit of recipients.</li> <li>Potential project extensions, upon requests being approved)</li> </ul>

Based on the indicative calendars above, the selected service provider will deliver:

- **An initial need assessment of selected CSOs** (recipients of the FEF-OSC 2025): CSOs will fill the [initial need assessment for CSOs](#) to identify their needs in organizational

development when applying to the program, the excel document is attached to the this RFQ.

- The service provider selected for the capacity building will collect and merge the verifiable standards checklists of recipient CSOs to identify initial needs and design the capacity building sessions.
- The development of tailored capacity building modules: content, materials, tools.
- **At least three in-person or hybrid workshops in Abuja** (the service provider is to provide indicative costs estimates in the budget sheet for the travel and accommodation of 25-35 persons across Nigeria).
- Logistic and travel management for the in-person workshops (as well as for the **restitution event** organized by the French Embassy).
- **At least three webinars** for capacity building, knowledge sharing and hand-holding on current challenges faced by CSOs.
- **At least three brief progress reports** (with the state of advancement and progression, analysis of risks or challenges and proposed mitigation measures).
- **A final evaluation report assessing:** 1. the alignment of the capacity building program with needs identified initially; 2. the development and progress in implementation of the capacity building program; 3. The progress with quantitative and qualitative data scoring the performances and impact of the overall capacity building program 4. Illustration of progress with documented examples of integration of the CB developed tools by the selected CSOs.

The training modules shall include, but are not limited to:

- Provision of **general knowledge basics** on background and context relevant for small to medium CSOs (historic, legal, political etc.);
- Support to **strategic thinking, planning** of CSO;
- **Structure and organizational development:** institutionalization through structuration, internal decision-making processes, internal policy and development of SOPs, protocols etc.;
- **Resource management and resource mobilization:** CSR, local donors, international donors, donor relationship management, proposal writing and institutional compliances, standard accounting and legal practices for fund management etc.
- **Advocacy and strategic communication development:** how to leverage action, target decision-maker and generate influence;
- **Organizational development on PSEAH** (Prevention of Sexual Exploitation, Abuses and Harassment) with the development basic internal compliance systems for the CSOs.

**Upon request, dates, content, topics and tools for the training sessions (workshops, webinars etc.) may be changed by the Embassy of France and the service provider shall adapt to the request.**

## 8) Reporting requirement

The service provider will work under the supervision of the Program Officer, M. Pierre-Louis BONNEL and the overall guidance of the French Embassy's Cooperation and Cultural Affairs Department (SCAC). The service provider's instalments shall be released after successful certification of the work deliverables by the French Embassy's Cooperation and Cultural Affairs Department (SCAC).

Regular meetings will be organized, intermediary reports, and final report will be mobilized to review work and achievements.

## 9) Finance and accounting requirements

The Embassy of France in Nigeria will **require for each completed job a detailed invoice including units provided details of expenses as well as the submission of the electronic copies prior to payment processing.**

Indicative instalments' structure	
Upon selection as service provider	50%
Upon review of intermediary report	40%
Upon review of final report	10%
Total	100%

## 10) Performance monitoring

The Embassy of France in Nigeria will review, in accordance with the agreed work plan at the time of contract signature, all milestones and the quality of the deliverable. The Embassy of France in Nigeria reserve the right to reject deliverables not compliant with the specifications in section II.8.

# III. Response from bidder

## 11) Bidding process

The call for proposals is open **from 07/01/2025, to 24/01/2025** (before midnight UTC+1).

- **BEFORE filling in the Application Form (concept note), download and carefully read the project proposal guidelines** (see below), as they explain the requirements for a project to be considered.
- To apply, please **send the Technical and the Financial proposal to M. Pierre-Louis BONNEL**– Program Officer at [pierre-louis.bonnel@diplomatie.gouv.fr](mailto:pierre-louis.bonnel@diplomatie.gouv.fr) with the subject line **"RFQ CB FEF OSC 25 – Name of your organization"** duly completed before the deadline along with the required documents (see the list in the guidelines).

- To **transfer heavy files** such as portfolios and document, the bidder is responsible to share the **complete application** using the website [France Transfert](#) (link [here](#)), no other means of transfer will be tolerated.

A prospective bidder requiring any clarification on technical or contractual matters may notify the Embassy of France in Nigeria via the email specified above. The Embassy of France in Nigeria will respond in writing to any request for clarification of the RFQ that it receives not later than two-days before the closing dates of bidding through a direct reply to the requester.

The bidder shall bear all costs associated with the preparation and submission of the Proposal including but not limited to the possible cost of discussing the proposal with the Embassy of France in Nigeria, negotiating a contract and any related travel. The Embassy of France in Nigeria will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

Proposals must offer services for the total requirement. Proposals offering only part of the requirement may be rejected. The bidder is expected to examine all instructions, forms, terms and specifications contained in this RFQ. Failure to comply with these instructions, forms, terms and specifications will be at the bidder's risk and may affect the evaluation of the Proposal.

No Proposal may be modified after the closing date for submission of Proposals, unless the Embassy of France in Nigeria has issued an amendment to the RFQ allowing such modifications.

The Embassy of France in Nigeria may, at its discretion, extend the deadline for the submission of proposals or revise the terms of reference, by issuing a modification to this solicitation.

The Embassy of France in Nigeria may award one or more contracts resulting from this RFQ to the responsible bidders(s) whose proposal(s) conforming to this RFQ offers the greatest value in terms of the selection criteria. The Embassy of France in Nigeria may (a) reject any or all proposals, (b) accept other than the lowest cost proposal, (c) accept more than one proposal, (d) accept an alternate proposal, and/or (e) waive informalities and minor irregularities in proposals received.

The Embassy of France in Nigeria may award one or more contracts on the basis of initial proposals received, without discussions or negotiations. Therefore, each initial proposal should contain the bidder's best terms from a cost and technical standpoint.

Bidders are requested to hold their proposal valid for 90 days from the deadline for submission. The Embassy of France in Nigeria will make its best effort to select a firm/institution within this period. In exceptional circumstances, the Embassy of France in Nigeria may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting such an extension will not, however, be permitted to otherwise modify its Proposal.

This document and any annexes shall not be construed as a contract or a commitment of any kind. This request for quote in no way obligates the Embassy of France in Nigeria to award a contract, nor does it commit the Embassy of France in Nigeria to pay any cost incurred in the preparation of the proposal.

The Embassy of France in Nigeria may - at its sole discretion - invite selected bidders to make a presentation to or discuss aspects of their proposal. There shall be no individual presentation by or meeting with bidders until after the closing date. There should be no contact, other than the queries and/or requested for clarifications, with the Embassy of France in Nigeria officials

concerning the RFQ process for the project, from the date of issue of this RFQ to the final selection.

The Embassy of France in Nigeria may, at any time before or after the closing date, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the RFQ by written amendment. Amendments could inter alia include modification of project scope or requirements, or project timeline expectations.

All prospective bidders that have received the RFQ and those that announce their intention to bid will be notified in writing of all amendments to the RFQ and will, where applicable, be invited to amend their proposal accordingly.

## 12) Selection criteria

The Embassy of France in Nigeria attaches particular importance to the following criteria:

- Demonstrated ability of the bidder to provide capacity building training, materials and logistic supporting the selected CSOs withing the FEF-OSC 2025 program.
- Demonstrated ability to comply with critical provisions such as execution of the contract.
- Pricing conditions.

Please note that the Embassy of France in Nigeria may use information other than that provided by the bidder in its evaluation, including, but not limited to, experience gained in other organizations. The Embassy of France in Nigeria is not obliged to disclose such information to bidders.

Please note that the Embassy of France in Nigeria is not bound to select any of the firms / institutions submitting proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to the Embassy of France in Nigeria's general principles, including economy and efficiency. The Embassy of France in Nigeria does not bind itself in any way to select the firm / institution offering the lowest price.

The Embassy of France in Nigeria reserves the right to

- Award the Contract to an organization of its choice, even if its bid is not the lowest.
- Award separate Contracts for parts of the work, components, or items, to one or more organization of its choice, even if their bids are not the lowest.
- Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidders and without any obligation to inform the affected bidder or bidders of the grounds for The Embassy of France in Nigeria's action.
- Award the Contract on the basis of the Organization's particular objectives.
- Not award any Contract at all

The Embassy of France in Nigeria also reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the Proposal(s), the price quoted in such Proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFQ.

The Embassy of France in Nigeria has the right to eliminate bids for technical or other reasons throughout the evaluation process. There is no obligation by the Embassy of France in Nigeria

to reveal, or discuss with any organization, how a proposal was assessed, or to provide any other information relative to the evaluation process or to state the reasons for elimination to the bidder.

The Embassy of France in Nigeria reserves the right at the time of award of contract to modify the scope of services and goods specified in the RFQ without any change in base.

NOTE: The Embassy of France in Nigeria is acting in good faith by issuing this RFQ. However, this document does not obligate the aforementioned to contract for the supply of any services or products.

### 13) Content of the proposal

A Bid shall consist of a single response with **two components**: the Technical and the Financial Components.

The **Technical Component** will contain the Organization/Company/Individual Profile, the competency of the organization/company/individual, and the proposed approach and work plan to deliver the services requested in this RFQ (max 3 pages). In annex the CVs of trainers are requested (max two pages).

The **Financial Component** will contain the detailed price information including number of units/ days and costs per day. Also, it will contain the cost of travel (To & Fro air economy fare) and per day lodging and boarding cost for up to 3 nights max per visit.

Proposals shall be signed by the Bidder, or a person or persons duly authorized to bind the Bidder to the contract.

Also, the good or services being provided by the bidder should meet requirements for disability inclusiveness and accessibility for relevant products and services.

### 14) Electronic submissions

Bidders shall make clear reference to the specific proposal in the subject field as instructed below:

**"RFQ CB FEF OSC 25 – Name of your organization"**

The proposal shall be submitted to the email address indicated in section 3.11).

E-mail submission **shall not exceed 10 MB**. It is recommended that all the proposal documents are consolidated into as few attachments as possible which shall be in commonly used file formats.

Where the technical details are **in large electronic files**, it is recommended that these shall be sent altogether before the deadline **using the website France Transfert ([link here](#)), only**. It shall be the Bidder's responsibility to ensure that Proposals sent by e-mail and/or France Transfert are received by the deadline.

### 15) Bid Currency and Prices

All prices shall be quoted only in the currency of the country where the bidder is legally established (NGN) or in Euros (EUR) for the indicative purposes of comparison only. The conversion rate applied will be the one defined by the Embassy of France on the duly date.

### 16) Validity of Bid

The prices of the Proposal shall be valid for the duration of the agreement, as specified by Embassy of France in Nigeria. A proposal valid for a shorter period shall be rejected by Embassy of France in Nigeria on the grounds that it is non-responsive.

**The proposals that do not strictly respect the different requirements and financing conditions will not be considered.** The application must be received before the deadline and the predefined format have to be strictly respected.

For any inquiries or questions, you may have, please contact the Programme Officer:

M. Pierre-Louis BONNEL: [pierre-louis.bonnel@diplomatie.gouv.fr](mailto: pierre-louis.bonnel@diplomatie.gouv.fr) with the following subject  
**“RFQ CB Question FEF-OSC-25-Name of your organization”**