

Request for Quote/Proposal (RFQ/RFP)

Good or Service Requested:	Service
Payment Type:	Cost reimbursable
Type of Contract:	Service Agreement
This Procurement supports:	Ipas Network Operations
Date the Buyer Issues of RFQ/RFP:	1 st August 2025
Due Date for Questions from Bidder:	8 th August 2025
Date Proposal Due:	24 th August 2025
Approximate Date Purchase Order Issued to Successful Bidder(s):	8 th September 2025

Submission Method:	
Respond via the Ipas Procurement Portal with the attached document in Word or PDF format.	
Bidder agrees to hold prices in its offer firm for <u>1 year</u> following the due date for the proposal package, unless another time is specified in the addendum to the RFQ/RFP.	
Solicitation Number:	

Attachments to RFQ/RFP:

1. **Attachment A** – Statement of Work
2. **Attachment B** – Pricing
3. **Attachment C** – Instructions to Bidders

All Bidders are responsible for carefully reviewing all information, including attachments, and following any instructions related to this RFQ/RFP. If anything is unclear, the Bidder should submit questions and comments to the assigned Ipas contact by the date indicated above.

Statement of Work

I. Introduction/Background:

Ipas is an international NGO working globally to advance reproductive justice by expanding access to legal abortion and contraception. Ipas works with partners across Africa, Asia, and the Americas to ensure that reproductive health services, including legal abortion and contraception, are available and accessible to all.

Ipas is seeking qualified firms to conduct comprehensive safety and security assessments of the geographies in which Ipas operates. These assessments will inform our programmatic and operational decisions, improve risk mitigation strategies, and ensure the safety of staff and assets operating within Ipas programmatic countries/regions.

The primary objectives of these assessments are to:

- Evaluate the safety and security landscape as it relates to sexual and reproductive health and rights (SRHR) actors, including NGOs healthcare workers, and community advocates
- Identify potential threats, vulnerabilities, and risk factors affecting personnel, assets, and operations, including political, legal, and social risks to staff and partners.
- Assess local response capacities and mitigation measures, and how current and potential threats affect the ability to safely advocate for and deliver reproductive justice programming.
- Provide practical, actionable recommendations that reflect a feminist, intersectional, and rights-based approach to safety and security.
- Provide recommendations for developing a framework for adaptive risk planning and mitigation, enabling Ipas to maintain presence and programming even in volatile or hostile environments.

II. Period of Performance:

Ipas anticipates conducting around 7 assessments during its Fiscal Year 2026 (1 July 2025 – 30 June 2026).

III. Place of Performance

The security assessments will take place primarily in Africa, with one assessment planned for South America (Bolivia). Ipas has pre-identified the countries for in-depth and top-line assessments based on current operational needs and risk context. Assessments need to be conducted at the regional and country levels, as stated below.

Bidders should base their proposals on the assumption that **5 to 7 full assessments** will be conducted across the following countries:

Africa:

- **Alliance region (East Africa):** One **comprehensive regional assessment** will be conducted covering **Kenya and Uganda** (where Ipas has in-country offices and staff). In addition, **three top-line assessments** will be conducted for **Somalia, South Sudan, and Tanzania**, where Ipas operates through partners. Bidders should assume that each top-line assessment will include remote interviews and analytical findings, including narratives and visual representation (no field travel expected)
- **Burundi**
- **Chad**
- **Democratic Republic of Congo (DRC)**
- **Mauritania**
- **Nigeria**

South America:

- **Bolivia**

IV. Scope of Work:

The selected contractor will be expected to conduct:

1. Country/Region Specific Risk/Threat Assessment:

Perform in-depth assessments in identified (high-risk) countries/regions as stated in statement III.

- a. Map key stakeholders, including law enforcement, judiciary, religious institutions, civil society, and social and informal power structures, in each of the identified countries/regions.
- b. Analyze risks/threats to physical security and broader well-being concerns for staff and partners, including threats such as armed conflict and/or political instability, movement restrictions or shutdowns that disrupt operations, targeted violence against staff, health workers or advocates, hostile government policies, surveillance by organized opposition groups, etc.

2.1 Security Policy/SOP Adequacy Review:

Undertake an assessment of the existing security policy/SOP, including focusing on:

- c. Assess the security of facilities and infrastructure in Ipas office locations, including office safety measures (e.g., entry points, access control, and emergency response systems),
- d. Transportation and travel-related risks in program implementation areas
- e. Existing security procedures and protocols, incident response and emergency evacuation, etc.
- f. Evaluate staff awareness, preparedness, and response capacity by reviewing existing incident response protocols, assessing staff perceptions of safety and

security, identifying gaps in security literacy and practices, and recommending appropriate follow-on actions or training.

2.2 Stakeholder Consultation/Feedback:

Conduct one-to-one interviews or /confidential surveys with key staff and selected (external) stakeholders to assess

- g. Staff awareness, preparedness, perceptions of safety and security, gaps being experienced, if any.
- h. External stakeholder perceptions related to their safety and security.

(Important: Stakeholder interactions must ensure that a gender-sensitive, inclusive lens is followed and due consideration is accorded to assessing threats specific to women, LGBTQ+ staff, local activists/champions, etc.)

2.3 Training Needs Recommendations:

Review existing staff and stakeholder training practices to

- i. Identify gaps in security literacy and training practices
- j. Identify additional staff training needs for specific levels (e.g., program staff, drivers, admin staff, senior leadership, etc.).
- k. Recommend appropriate follow-on actions or training.

2.4 Recommendations and Proposed Next Steps:

Prepare and deliver a comprehensive report outlining the following.

- l. Identified risks/threats and vulnerabilities
- m. Recommendations for context-appropriate improvements, including organizational-level and country/region-specific risk mitigation strategies/approaches.
- n. Suggest updates to current Ipas policies, tools/templates/formats, where needed.
- o. Recommendations for developing a framework for adaptive risk planning and mitigation

(Important: all recommendations must be prioritized by urgency and impact, must be practical and feasible, taking into account the financial and operational constraints of Ipas's operations. Where proposed recommendations involve a significant financial investment, the contractor must include a phased implementation plan with suggested resource and budget considerations.)

V. Technical Requirements:

1. Security Assessment Expertise

- Proven experience conducting security risk assessments for INGOs, preferably those working in the health or human rights sectors.
- Ability to apply globally accepted approaches, tools, and frameworks.
- Demonstrated capacity to identify, analyze, and evaluate threats, vulnerabilities, and capacities

across multiple geographies and operational contexts, including specific risks and sensitivities associated with SRHR, abortion work (e.g., stigma, gender-based violence, legal and cultural hostility, surveillance).

- Understanding of international and local legal frameworks affecting INGOs and SRHR actors (e.g., laws restricting abortion and/or contraceptive services).
- Experience developing or reviewing crisis management and incident response plans.
- Capacity to assess an organization's preparedness for different security scenarios (e.g., evacuations, civil unrests, large-scale protests, etc.).
- Bidders are expected to have the capacity to undertake the assessment across mentioned geography.

2. Contextual Knowledge

- Experience working in or assessing security in fragile, conflict-affected, or politically sensitive environments.
- Capacity to conduct on-the-ground risk mapping (physical, environmental, social) and stakeholder analysis.
- Awareness of and sensitivity to the operational and reputational threats faced by the organization, staff, and partners.
- Knowledge of gender-transformative approaches and the ability to apply gender lens in security analysis.
- Experience incorporating a Do-No-Harm and intersectional lens into security assessments.
- Ability to work in languages relevant to identified countries (English, French, Spanish & Portuguese).

3. Deliverables and Reporting Standards

- Ability to deliver actionable recommendations for staff and partners.
- Experience delivering clear, actionable reports and security plans with prioritized, cost-effective recommendations.
- Familiarity with developing security Standard Operating Procedures (SOPs), risk registers, and safety plans.
- Capacity to deliver both virtual and in-person briefings of progress and findings.

VI. Reporting and coordination: TBA during contracting

VII. Deliverables/Milestones

DELIVERABLE	DUE DATE
Inception Report detailing methodology, work plan, and tools to be used	Within 2 weeks of a signed agreement
Draft Assessment Report	Within 4-6 weeks from the date of submission of the inception report.

Final Assessment Report to include Executive Summary, Methodology, Findings by theme and Country/Region, Risk Matrix and Gap Analysis, including raw data collected from Ipas staff/partners via surveys, interviews and/or other methods and recommendations for safety and security improvements	4 weeks from the date of receipt of the final draft assessment report.
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Bidders are encouraged to highlight with clear justification if the mentioned timeline is unrealistic and recommend otherwise.

VIII. Financial Proposal Requirements

Bidders are requested to prepare their financial proposals based on the following parameters:

- Six (6) in-depth country assessments, along with one (1) regional assessment, will be required during the contract period.
- The assessments are expected to take place across Africa and South America.
- Each financial proposal should include:
 - A per-assessment cost that includes professional fees (based on daily rates and estimated level of effort),
 - Estimated travel and accommodation costs for one international trip per assessment, where applicable; however, bidders are encouraged to utilize a local consultant who understands the context. Insurance associated with this assignment will be the responsibility of the bidder.
 - Any additional direct or administrative costs related to field-level data collection, translation, or reporting.

Bidders should also provide:

- A breakdown of costs in alignment with the pricing table (mentioned in the Pricing Schedule).
- A total estimated cost for completing six (6) country-level assessments and one (1) regional assignment, inclusive of all relevant costs.

The proposal should be submitted using the format provided in **Attachment B – Pricing**. All costs should be quoted in USD and remain valid for 1 year following the submission deadline.

IX. Payment Schedule

Deliverable/Milestone	Due Date	Percentage of Total	Cost
Inception report detailing methodology, work plan, and tools to be used	Within 2 weeks of a signed agreement	30%	

Draft interim report	Within 4-6 weeks from the date of submission of the inception report.	30%	
Final report	4 weeks from the date of receipt of the final draft assessment report.	40%	
TOTAL			

Pricing**Services Pricing Grid**

Line Item	Description	Unit	Unit Cost (USD)	Quantity	Total (USD)	Notes
1	In-depth Country Assessment – Professional Fees	Per Country		6		Daily rate for each personnel × estimated LOE per country
2	Regional Assessment (East Africa) – Professional Fees	Per Region		1		Separate scope from in-country assessments; includes synthesis of regional findings
3	Travel & Accommodation – Country Assessments	Per Country Assessment		6		Estimated cost per country. Reimbursement will be made in actuals in line with Ipas travel policies, including meal per diem, lodging, ground transportation, and airfares where applicable
4	Travel & Accommodation – Regional Assessment	Per Region		1		Estimated cost per country. Reimbursement will be made in actuality in line with Ipas travel policies. Includes travel within/to Kenya and Uganda
5	Miscellaneous	Per Country Assessment		6		With a detailed breakdown of cost
6	Miscellaneous	Per Region		1		With a detailed breakdown of cost
Total Estimated Cost						Inclusive of all costs

Bidders may expand this table format as needed to reflect their pricing structure. However, all proposed costs must be clearly itemized, with units, quantities, and total costs provided. Ipas reserves the right to request clarifications or adjustments during the evaluation process.

Instructions to Bidders

1. **Procurement Narrative Description:** Ipas intends to purchase the services identified in Attachment A. Ipas expects to extend an award to a Bidder that meets the listed specifications, can provide the service timely, and has a competitive offer price. Ipas reserves the right to award the assignment to more than one responding company. If an agreement is established as a result of this RFQ/RFP, the Bidder understands that quantities indicated in the specifications (Attachment A) are an estimate only and Ipas does not guarantee the purchase quantity of any service listed.
2. **Procuring Entity:** This procurement will be made by **Ipas US**.
3. **Proposal Requirements:** All Bidders must submit their written proposal which contains an offer for all services and options included in this RFQ/RFP. All information presented in the Bidder quote/proposal will be considered during Ipas's evaluation process. Failure to submit the information required in this RFQ/RFP may be treated as non-responsive. Bidders are responsible for submitting offers, and any modifications, revisions, or withdrawals, to Ipas's buyer by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received by the buyer after the exact time specified for receipt of offers will be considered as 'late' and may not be considered at the discretion of the buyer. The Bidder's proposal shall include the following:
 - a. Full legal name of Bidder including company legal documents.
 - b. Any other name under which the Bidder does business
 - c. Mailing and street address, city, province/state, and postal code
 - d. Phone number
 - e. Company website
 - f. Contact Person and Title
 - g. Contact Phone number
 - h. Contact email address
 - i. Date of submission
 - j. Validity period of quote/proposal
 - k. Technical description of services on offer
 - l. Details supporting how the proposed services meets and satisfy the requirements
 - m. Pricing
 - n. List of all deliverables, provisional/initial and final deliverables
 - o. References or Past Performance including contact information when needed for evaluation of Bidder
4. **Forms:** Bidders must record their pricing utilizing the format found on Attachment B. Bidders must sign the offer in pdf/DocuSign format submitted and send it electronically to Ipas procurement portal.
5. **Questions Concerning the RFQ/RFP.** All questions in regard to this RFQ/RFP are to be directed to Ipas's Buyer through the Procurement Portal by **08 Aug 2025**.
6. **Notifications and Deliveries:** Time is of the essence for your response to be considered as part of the solicitation. The Bidder shall immediately contact the Buyer if any of the proposed specifications, availability, or delivery schedule(s) changes.

8. **Payment Terms:** Unless otherwise documented/accepted in the resulting Purchase Order, Ipas payments terms are Net 30 after receipt of accepted invoice and services have been completed. Payment is preferred to be made electronically via EFT/ACH or wire transfer. Bidders may propose alternative payment terms to be considered in the evaluation process.
9. **Alternative Proposals:** Bidders are permitted to offer alternatives should they not be able to meet the listed requirements. Any alternative proposals will still need to satisfy the minimum requirements set forth in Attachment A.
10. **Evaluation and Award Process:** Ipas will award an agreement resulting from this solicitation to the responsible Bidder whose offer is responsive to the RFQ/RFP and represents the best overall value to Ipas, considering price and other relevant factors.

Ipas intends to evaluate offers and award an agreement without discussions with Bidders. Therefore, the Bidder's initial offer should contain the Bidder's best terms from a price and technical standpoint. However, Ipas reserves the right to conduct discussions if later determined by the Ipas Buyer to be necessary.

The evaluation factors will comprise the following criteria:

- (a) **Price.** Lowest evaluated ceiling price (inclusive of optional/additional services/deliverables).
- (b) **Delivery.** Bidder provides the most advantageous delivery schedule.
- (c) **Technical.** Services offered shall satisfy or exceed the specifications described in RFP Attachment A.
- (d) **Service Level.** Bidder demonstrates their capability and resources to provide the services requested in this solicitation in a timely and responsive manner.
- (e) **Experience and Qualifications.** Bidder provides sufficient proof of past performance in the successful execution of similar services.

Criteria	Weighting (Points)
Pricing	25%
Deliverable timeline	25%
Technical - Alignment with the specifications and additional deliverables being offered.	20%
Experience, Capability, and Capacity – Demonstrated qualifications and proof of past performance on similar projects, including relevant references	30%
Total Points	100 %

11. **Award Notice.** If successful, the Bidder meeting all the criteria set forth within the evaluation will receive written notice of award or acceptance of an offer.
12. **Validity of Offer.** This RFQ/RFP in no way obligates Ipas to make an award, nor does it commit Ipas to pay any costs incurred by the Bidder in preparing and submitting a proposal or amendments to a proposal. Your proposal shall be considered valid for one year after submission.
13. **Code of Business Ethics.** Ipas considers adherence to the [Ipas Code of Business Ethics and Conduct](#), as well as strict observance of all applicable laws and regulations, of the utmost importance. If the Bidder has a good faith reason to believe that there has been a violation by Ipas, or by any subcontractor, grantee, consultant, and/or affiliate, the Bidder shall report the suspected violation to Ipas by reporting through Ipas's Ethics Hotline online at <http://ipas.ethicspoint.com>.
14. **Confidentiality.** The Bidder shall treat all information collected during this assignment as confidential and will not disclose such information to any third party without the prior written consent of Ipas. The Bidder will implement measures to safeguard all data and information collected and received, both digital and physical. Any breach of confidentiality will be considered a material breach of contract and may result in immediate termination of the engagement and potential legal action.

Acceptance:

The Bidder certifies that they have read, understood, and will comply with all instructions set forth in this solicitation and declares that the Bidder's completed and signed proposal, including all required submissions, is true and complete to the best of their knowledge.

Bidder's Acknowledgement and Acceptance	
Signature:	
Name:	Company:
Title:	Date: