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REQUEST FOR EXPRESSION OF INTEREST (EOI)

Rapid Emergency Response

INTRODUCTION

The Rapid Emergency Response (RER) actions are part of the **United States Agency for International Development (USAID)** funded **Protection, Inclusion, and Empowerment Activity**, implemented by **Democracy International (DI)** in Armenia. The five-year project aims at improving the lives of disadvantaged and marginalized populations through needed legal-regulatory framework changes, improved services, and intensified cooperation between the government and non-governmental actors to address the needs of vulnerable and marginalized groups. The project will emphasize Emergency Response activities and address the needs of the affected population through timely and effective support.

This request for an EOI outlines the envisioned scope of work for which the applicants are requested to submit a detailed technical statement of capabilities. This EOI aims to identify qualified organizations capable of providing effective emergency response services to address various types of emergencies. The document also explains the selection process and the next steps through which DI will award grants to final qualified organizations to provide emergency response services on an as-needed basis.

OBJECTIVES

The primary objectives of this EOI are as follows:

- a) Identify organizations with proven experience in emergency response.
- b) Assess the capabilities and resources of the responding organizations.
- c) Select organizations that demonstrate a strong record of successful emergency response efforts.

ENVISIONED SCOPE OF SERVICES

The scope of services for the organizations participating in this EOI will include, but will not be limited to, the following services during emergencies:

- a) Establish protocols for communication, coordination, and command during emergencies.
- b) Conduct training to ensure the readiness and proficiency of response personnel.
- c) Develop procedures for resource mobilization and coordination management.
- d) Activate and deploy response teams to the incident site.
- e) Assess the situation and establish incident response structures.
- f) Coordinate and integrate response efforts with relevant stakeholders.



- g) Provide immediate medical assistance, if required.
- h) Establish and manage temporary shelters, if necessary.
- i) Coordinate the provision of essential supplies and services.
- j) Collaborate with local authorities and agencies involved in the emergency response.
- k) Develop recommendations for improvement based on lessons learned.
- l) Assist in recovery and rehabilitation efforts, as required.
- m) Provide reports on the response operations and outcomes.

PROCESS

The EOI process will include the following phases:

First Phase: EOI Announcement and Submission:

The EOI is announced on June 14, 2023, and the deadline for submission of proposals is June 30, 2023. All interested organizations must submit a detailed statement of capabilities responding to the needs of this EOI electronically to the following e-mail: PIE-Grants@DemocracyInternational.com no later than June 30, 2023, 17:00 Yerevan local time.

The EOI, at the minimum, should include the following components:

- Organization's legal and business name (as applicable)
- Physical address in Armenia, including the coverage area within Armenia
- Organization's legal registration certificate in Armenia
- Organization's portfolio with special emphasis on Emergency Preparedness and Response activities, including:
 - o Goal(s) and mission and how they contribute to the objectives of this EOI
 - o Names and timelines of the projects completed and/or ongoing that are relevant to the objective of this EOI
 - o Describe the existing and potential emergency response activities that the organization can address due to its available technical and operational capacities and past experience
 - o Number, locations, size, and capacities of the regional offices/representations
 - o Human and technical capacity (including key staff and experts' CVs)

Second Phase: Selected Organizations' Onboarding:

Applicants that successfully made it to the second phase will be requested to provide additional information and documentation to allow DI pre-vet them and onboard them in its systems. This process will include requests for further information, documentation, reference check of the current and past completed programs, and other information/documentation as needed. Organizations that have made it to this phase will be formally informed with the list of additional information documentation required.

Third Phase: Engagement:

Organizations that have advanced to the third phase of this process will be requested to provide specific and targeted technical and cost proposals in response to an RFA that DI will provide. Following the submission of the technical and cost proposals and required negotiations, DI will enter into a grant agreement with the multiple applicants based on the Activity's needs to provide on an **as-needed basis**,



through specific milestones and/or work order by the Activity’s Chief of Party to provide RER services throughout the life of the grant agreement signed between DI and the grantee.

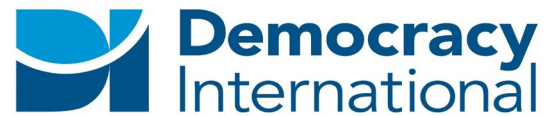
EVALUATION

Each fully completed EOI submission package will be evaluated based on the below criteria:

Criteria for assessment	Description of Criteria	Maximum Score
1. Problem statement and response	<ul style="list-style-type: none"> - Describes the existing and potential emergencies that the organization can address and response activities that the organization can implement due to its available technical and operational capacities and past experience 	25%
2. Extensive experience in Rapid Emergency Preparedness and Response	<ul style="list-style-type: none"> - Has previously implemented emergency response projects - The Emergency Response projects implemented by the organization cover, at a minimum first aid, food and non-food items, hygiene supplies, mental health, and psycho-social support, shelter, etc., both in natural and man-made disasters. - Provides at least three references from the current and/or past relevant performance projects - Includes information about the potential target population, target geography, potential intervention, gender, and social inclusion 	30%
3. Engagement Strategy Extensive staff and technical capacity	<ul style="list-style-type: none"> - Has adequate and specialized staff to manage an emergency response project - The organization has a pool of trained volunteers and/or staff, sufficient to reach regions of Armenia during emergencies and/or disasters within 72 hours of their occurrence. - The organization has adequate technical equipment and other necessary supplies to implement an emergency response project in Armenia and can reach out to the affected population within 72 hours. - Engagement strategy (both with local stakeholders and the governorate) 	25%
4. Presence across Armenian regions	<ul style="list-style-type: none"> - The organization has regional offices/representations - The organization’s offices have adequate staff and volunteers to engage in response activities. - The organization’s regional offices/representations have adequate office space and a warehouse. - The organization has well-established cooperation and linkages with the Local Government and other local entities. 	20%



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SHORTLISTING AND NEGOTIATION

Based on the evaluation results the most qualifying organizations with the highest scores will be shortlisted to move to the second phase in this process. The negotiations with the shortlisted organizations might include requests for additional information or clarifications. DI reserves the right to shortlist as many organizations as deemed appropriate.

PROPOSED TIMELINE

The proposed timeline for the EOI process is as follows:

EOI Announcement:	14 June 2023
Proposal Submission Deadline:	30 June 2023
Proposal Evaluation:	10 July 2023
Shortlisting and Negotiation:	10 – 20 July 2023
Selection and Contract Award:	1 August 2023