

Request for Quotation (RFQ)

Introduction

The Hague Institute for Innovation of Law (HiiL) invites relevant companies and /or individuals to submit a quotation to support us in developing sustainable finance models on access to justice at the community level for 4 months (November 2022 to February 2023) in Imo State, Nigeria.

As part of this programme, HiiL will execute a Justice Innovation Lab (the Lab) to develop a bankable project proposal for increasing access to justice at the community level in Imo State, Nigeria. The Lab will bring together partners from the public and private sector with the aim of getting commitment from at least 50% of the stakeholders to implement this community justice pilot at scale.

HiiL is currently implementing a multi-year programme in the 6 main regions of Nigeria, focused on developing the different elements of a people-centred justice programme, in close collaboration with the Ministries of Justice, and other stakeholders. HiiL is looking for companies/individuals having Financial expertise who can support us in developing sustainable finance models for this community justice initiative.

HiiL in Nigeria

HiiL (The Hague Institute for Innovation of Law) is a civil society organisation committed to user-friendly justice. That means justice that is easy to access, easy to understand and effective. Our goal: by 2030, 150 million people are able to prevent or resolve their most pressing justice problems. Our mission is aligned with SDG 16.3.

HiiL is currently implementing a multi-year programme in the 6 main regions of Nigeria, focused on developing the different elements of a people-centred justice programme, in close collaboration with the Ministries of Justice, and other stakeholders

In Nigeria, HiiL undertook the JNS study in 2018. Findings of the Nigerian Justice Need and Satisfaction Survey 2018 focussing on Imo state show that:

- 71% Imo people experienced one or more legal problems;
- 64% of Imo people find their legal problem completely resolved, that leaves 37% without a complete resolution or even anything;
- The most pressing legal problems people face are related to: money, neighbour disputes, employment problems, crime, and housing;
- 87% of Imo people seek information and advice for their problems, mainly through their personal network, less than 20% of the people seeking help go to the formal justice system.

These findings were the foundation of realising a real change 'on the ground'. Based on these findings, a Justice Transformation Lab was conducted in Imo state, Nigeria where a coalition of justice leaders worked on driving innovations that contribute in making justice accessible to all people facing legal problems in their daily lives

Service requested

The finance expert (individual/company) will:

- Work in close coordination with the HiiL team in Nigeria and the Hague, as well as external experts on the following deliverables:
- Be responsible for the development of an impact investment plan for a community justice innovation that will be designed as an outcome of the Justice Innovation Lab in Imo State. The investment plan should adhere to the standards of relevant financing partners;
- Prepare an analysis of the existing and potential financing models for community justice structures and present it before relevant stakeholders;
- Lead the design and delivery of the components of the Justice Innovation Lab pertaining to the development of the business case and financial model;
- Lead the development of a financing template for the business case, to be discussed and updated during the lab phase;
- Lead the design and analysis of the financial model to be put forward in a final investment proposal;
- Lead the design of outcome metrics, outcome valuation and potential structure of an outcomes contract;
- Engagement of other relevant financial partners in the innovation lab process and support for the investment proposal (e.g. outcome payers);
- Once the innovation lab has been completed, support implementation of the community justice innovation and fundraising activities.

Profile of the contractor

The contractor is an experienced finance specialist with knowledge of existing and potential financing models in Nigeria, and Imo state. The contractor also has extensive experience in writing impact investment plans and speaks and writes English on a fluent level.

The professional background of the contractor is finance, accounting or business administration.

Contractor Requirements:

- An advanced degree in Finance, accounting, Business administration or similar

- Experience in impact investment plan writing is desirable;
- In-depth understanding and knowledge of existing and potential financing models in Nigeria, and Imo state.
- Proven experience of working with government authorities as well as civil society organisations and academic institutions.
- Considerable proficiency in Google Workspace Office.
- Result oriented, analytical focus and socially strong and adaptable.
- Problem-solving skills and critical thinking skills
- Excellent verbal and written communication skills in English

Timeline

We ask for a commitment of 24 hours per week. A weekly check-in on progress with Zainab Malik Program Manager, JIL is included.

The proposed time period for the engagement is for four months (November 2022 to Feb 2023). Note that the timing may shift due to the pandemic or political developments.

The proposal

We kindly request you to submit your CV, portfolio with examples of similar positions/experience assignments and a quotation for providing the services outlined above.

Quotations may be submitted on or before **7 November 2022 at 17:00 hrs (CET)** only through email to the following email addresses: zainab.malik@hiil.org. Quotations shall be submitted in English, signed by the individual/company, and with the subject line: "JIL/Quotation/Finance expert/name of individual".

The maximum budget available for this opportunity is up to 3600 Euros per month (including all relevant taxes and fees)

.TENDER DETAILS

The tender details are as follows;

Date publication RFQ	2022
Deadline for submissions	7 November 2022 at 17:00 hrs (CET)
Deadline for questions	2 November 2022 at 17:00 hrs (CET)

If any, submit questions in writing to: zainab.malik@hiil.org

Questions will be answered through: zainab.malik@hiil.org

PLEASE NOTE THAT NO QUOTATIONS WILL BE ACCEPTED AFTER THE SUBMISSION DEADLINE

Quotations shall be submitted in English, signed by the company/individual, and with the subject line: "Finance expert/name of company/Individual". All proposals must be accompanied by a CV and an overview with examples of previous similar assignments.

EVALUATION

The criteria for awarding contracts resulting from this Request for quotations are based on "best value for money." For the purpose of all tenders, Hiil defines "best value for money" as:

A complete assessment of technical and pricing factors and the delivery time.

Technical evaluation (total points =100) (counts for 70 %)

To be technically acceptable, a proposal must meet or exceed the requirements and specifications in the Request for Proposals as listed below.

The following specifications will be considered :

Technical criteria	Documents required	Max score
A quotation that contains CV and plans for the following elements: <ul style="list-style-type: none"> • Building and validating the financial model • Identifying and managing donors and investors throughout the process • Managing the development of the investment plan • Plan and capacity for financial research and modelling 	Quotation	100

Only Quotations that score a minimum of 50 points for the technical evaluation will go to the commercial evaluation.

Commercial evaluation (total points=100) (counts for 30%)

Commercial criteria	Documents required	Max score
Cost/competitiveness	Price quotation for services offered	100

II. Award of contract

The RFQ does not commit Hiil to award a contract or pay costs incurred in the preparation or submission of proposals or costs incurred to make necessary studies for a proposal, or to procure services or goods. Any quotations will be considered as an offer made by the bidder and not an acceptance by the bidder of an offer made by Hiil. No contractual relationship will exist between Hiil and the bidder until the conclusion of a written contract document signed by an authorized representative of Hiil and the successful bidder.

III. Notification of contract award

Hiil will notify the successful bidder of the decision on their quotation in writing as soon as possible after the tender has been opened.

IV. Contact

For more information and requests for clarification, you can contact Ms. Zainab Malik at zainab.malik@hiil.org. We look forward to hearing from you soon.