**ITT Ref**: IT-2016-01

 **Date**: 11th April 2016

**INVITATION TO TENDER (“ITT”)**

Save the Children International, Save the Children UK and Save the Children US (“**Save the Children**”) are pleased to invite your submission to tender for the provision of *‘Monitoring Information System Services’*.

The purpose and scope of this ITT and its supporting documentation is to explain our requirements and the procurement process in further detail, for the purposes of submitting a tender proposal.

1. **Overview of Save the Children**

Save the Children is the world’s leading independent organisation for children. We work in 120 countries. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. Across all of our work, we pursue several core values: accountability, ambition, collaboration, creativity and integrity. In 2014, we reached over 55 million children directly through our and our partners' work. Follow this link to read our latest [International Annual Review.](https://www.savethechildren.net/annualreview/)

1. **Background on the Need for this Request:**

Save the Children implements programs globally with support from multiple donors, private sector enterprises, governmental entities, and individuals from around the world. To ensure the ability of Save the Children to effectively deliver results for children and their families, our organization is currently developing a standardized information system that includes project management, monitoring, evaluation, and accountability processes, data, files, and other key components to improve our delivery success and knowledge management. This system, branded as “PRIME”—the PROJECT REPORTING, INFORMATION MANAGEMENT & EVIDENCE system, draws upon the current systems used by our country offices and programs around the world, including options from internal custom built databases to off-the-shelf type external database services, and is expected to interface with Save the Children’s other systems used for compliance, finances, human resources, warehousing, etc. While PRIME is in its design and pilot phase, Save the Children is continuing to use proven systems and services for managing project data and files, but is striving to minimize the costs and time spent on further customization and tailoring, as a transition to and interface with PRIME is anticipated over the course of the next years.

Over the past decades, Save the Children has been awarded more than 20 programs with funding from the U.S. Agency for International Development’s (USAID) Office of Food for Peace (FFP) to improve and sustain food and nutrition security of vulnerable populations. Over the course of these programs, USAID has recognized that Save the Children has developed and effectively used systems customized to the data collection, validation, monitoring, analysis, and reporting requirements established for food and nutrition security programs. In FFP’s, *Policy and Guidance for Monitoring, Evaluation, and Reporting for Development Food Assistance Projects*, they recommend that “awardee(s) should review existing systems that were developed using FFP resources to evaluate whether one of these can be adapted to fit the project’s needs. [McAID](https://www.spring-nutrition.org/sites/default/files/2.6d-nazmul.kalam.pdf) and [SAMI](http://sami.stcapps.org/general/default.aspx) developed by Save the Children and [I-SMART](http://acdivoca.org/resources/newsroom/news/i-smart-v20-launched-food-peace-projects) developed by ACDI/VOCA are examples of such database systems.” The challenge, however, is that all of these databases require adaptation to the current awardees’ programmatic design and activities, as well as human resources with previous knowledge of the relational database design, capacity, and functionality, which may exceed the costs of using an off-the-shelf service, which requires less full time human resources to design, manage, and adapt, according to the learning of what works well from each.

Save the Children is currently starting up and preparing proposals for new program awards from FFP for which a [Draft FY2016 Request for Applications](http://www.fsnnetwork.org/draft-fy-2016-rfa-and-country-specific-information-development-projects-drc-ethiopia-and-liberia) has been issued and needs to be responsive to SCI’s guidelines on system development and the donor’s guidelines for Monitoring Information Systems (MIS).

2.1 Objectives

Identify a MIS technology solution that can meet both USAID’s Office of FFP donor requirements of maintaining a monitoring database for awarded programs as well as the SCI guidelines on system development and investment.

1. This request provides background information and the requirements for the technology solution as set out in Annex-8 (Technical Specification of Requirement (Scope of Work)). We expect to receive responses from prospective suppliers about how a technology solution, together with their sales and support model, can meet the needs of Save the Children.
2. **Tender Conditions & Contracting Requirements**

This section (and referenced supporting documentation) of the ITT sets out Save the Children’s contracting requirements, general policy requirements and general tender conditions relating to this tendering process (“**Process**”).

* 1. Contracting requirements.
1. Contracting authorities.The contracting authorities are Save the Children International, Save the Children UK and Save the Children US (“**Save the Children**”).
2. Arrangements.The contracting and commercial arrangements in respect of the required services are set out below and at Annex-1 (Save the Children General Terms & Conditions for Supply of Services).
3. Compliance.By submitting a tender response you are agreeing to be bound by the terms of this ITT and supporting documentation as described in Annexes 2 to 6.
4. Duration.The Services (Teaming) Agreement awarded as a result of this Process will be for a duration of three (3) years with the possibility that the options years may be awarded.
5. Exclusivity. Save the Children procures various IT goods and services in support of international health programs on domestic and regional markets. Suppliers should note that they are not bidding for an exclusive services agreement.
6. Consideration. This tender is for a Services (Teaming) Agreement and no financial consideration will be offered or provided to potential provider(s).
7. Services (Teaming) Agreement. Save the Children will enter into a contract with the selected provider(s) upon the award of the programmes to Save the Children, expected on or around, 4th October 2016.
8. Clarifications.In the event that you have any concerns or queries in relation to this ITT, you should submit a clarification request in accordance with the provisions of this ITT by the Clarification Deadline (as defined in Clause 6 of this ITT). Following such clarification requests, Save the Children may issue a clarification change to the information and/or requirements of the ITT and its annexes, which will apply to all potential suppliers submitting a tender response.
9. Clarification Deadline. Save the Children is under no obligation to consider any clarifications or enquiries following the Clarification Deadline, but before the Tender Response Deadline (as defined in Clause 6 of this ITT).
	1. General policy requirements.
10. By submitting a tender response in connection with this Process, bidders confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable Save the Children policies and values relevant to the goods and/or services being supplied.
11. Of particular importance are Save the Children’s policies regarding Child Safeguarding and Anti- Bribery and Corruption, which are provided in Annex-3 and Annex-4 respectively. Also, the IAPG Code of Conduct, which is available at Annex-5.
12. Further information regarding Save the Children values can be found here: <https://www.savethechildren.net/about-us/our-vision-mission-and-values> and on the organisations’ websites.
	1. General Conditions of Tendering (“Conditions of Tendering”)

General tender conditions are detailed below and in Annex 2 (Conditions of Tendering).

1. Application of the Process. In participating in this Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this ITT and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this ITT.
2. Verifications. Your tender response is submitted on the basis that you consent to Save the Children carrying out all necessary actions to verify the information that you have provided.
3. Information provided to potential suppliers. Information that is supplied to potential suppliers as part of this Process is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but Save the Children will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Save the Children.
4. Non-Disclosure and Confidentiality. Bidders must treat the ITT, contract and all associated documentation (including the Specifications) and any other information relating to Save the Children employees, servants, officers, partners or its business or affairs (the "**Confidential Information**”) as confidential. All Bidders shall:
* recognise the confidential nature of the Confidential Information;
* respect the confidence placed in the Bidder by Save the Children by maintaining the secrecy of the Confidential Information;
* not employ any part of the Confidential Information without Save the Children's prior written consent, for any purpose except that of tendering for business from Save the Children;
* not disclose the Confidential Information to third parties without Save the Children's prior written consent;
* not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to Save the Children;
* use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
* notify Save the Children immediately of any possible breach of the provisions of this Non-Disclosure and ConfidentialityCondition and acknowledge that damages may not be an adequate remedy for such a breach.
1. Potential suppliers to make their own enquires. You are responsible for analysing and reviewing all information provided to you as part of this Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify Save the Children promptly of any perceived ambiguity, inconsistency or omission in this ITT and/or any in of its associated documents and/or in any information provided to you as part of this Process.
2. Amendments to the ITT. At any time prior to the Tender Response Deadline, Save the Children may amend the ITT. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Tender Response Deadline shall, at the discretion of Save the Children, be extended.
3. Compliance of tender response submission. Any goods and/or services offered should be on the basis of and strictly in accordance with the ITT (including, without limitation, any specification of Save the Children’s requirements) and all other documents and any clarifications or updates issued by Save the Children as part of this Process.
4. Format of tender response. Tender responses must comply with paragraph 9.
5. Acceptance of a tender response. Save the Children may accept part, rather than all, of the bidder’s proposal without recourse to further amendment or negotiation of the proposal.
6. Offer of equivalent products. Where it is considered advantageous for the purposes of the submission, bidders may offer services that are practically equivalent. If the bidder wishes to offer an equivalent product/service, these should be listed in relevant section of Annex-8 along with the data requested for the original product. Save the Children is under no obligation to accept offers for equivalent products/services.
7. Rejection of tender responses or other documents. A tender response may be rejected if it:
	* contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
	* contains hand written amendments which have not been initialled by the authorised signatory;
	* does not reflect and confirm full and unconditional compliance with all of the documents issued under the ITT;
	* contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model;
	* is not submitted in a manner consistent with the provisions set out in this ITT;
	* contains information which is inconsistent with answers already given in the pre-qualification questionnaire completed as part of this Process or;
	* is received after the Tender Response Deadline.
8. Disqualification. Save the Children shall be entitled to reject your tender response in full and to disqualify you from this Process if you breach the Conditions of Tendering, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Process.

In addition you will be disqualified if you or your appointed advisers attempt:

* + to inappropriately influence this Process;
	+ to fix or set the price for goods or services;
	+ to enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
	+ to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
	+ to collude in any other way;
	+ to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Process; or
	+ to obtain information from any of the employees, agents or advisors of Save the Children concerning this Process (other than as set out in these Conditions of Tendering) or from another potential supplier or another tender response,

In addition you will be disqualified if you fail to confirm in writing that:

* Neither you, nor any related company to which you regularly subcontract, is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of  proceedings concerning those matters, or are in any analogous  situation arising from a similar procedure provided for in national  legislation or regulations;
* Neither you, nor a company to which you regularly subcontract, has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
	+ Neither you, nor a company to which you regularly subcontract, has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which you operate.

In addition you will be disqualified if you fail to confirm in writing that:

* That you are not aware of any connection between you or any of your directors or senior managers and the directors and staff of Save the Children, which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
* Whether or not there are any existing contacts between Save the Children, or any Save the Children entity, and if there are any arrangements which have been put in place over the last twenty four (24) months.
* That you have not communicated to anyone other than Save the Children the amount or approximate amount of the tender.
* That you have not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.
1. Tender costs. You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. You accept by your participation in this Process, including without limitation the submission of a tender response, that you will not be entitled to claim from Save the Children any costs, expenses or liabilities that you may incur in tendering, irrespective of whether or not your tender response is successful.
2. **Tender Validity**
3. Your tender response must remain open for acceptance by Save the Children for a period of ninety days from the Tender Response Deadline. A tender response not valid for this period may be rejected by Save the Children.
4. **Specification**
5. Technical specifications for the *‘Monitoring Information System Services’* can be found in Annex-8 (Technical Specification of Requirement (Scope of Work)).
6. Save the Children’s specific essential requirements for the quality and standard of goods and services provided by potential suppliers are detailed in Annex 6 (Essential Criteria), in addition to the general requirements listed elsewhere in the ITT and Annexes.
7. **Timescales**

Subject to any changes notified to potential suppliers by Save the Children in accordance with the Conditions of Tendering, the following timescales shall apply to this tender process:

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| **Activity** | **Time and / or Date** |
| Request for Proposal issued | 11th April 2016 |
| Deadline to submit any questions related to RFP | **18th April 2016** |
| Answers to any questions related to RFP issued to all vendors | 25st April 2016 |
| Deadline for submission of ITT responses by bidders (**Tender Response Deadline**) | **1600 (GMT)** 2nd May 2016 |
| Review of proposals by Procurement Committee | 5th May 2016 |
| Shortlist of finalists determined and communicated out to vendors (no more than 3 firms) | 10th May 2016 |
| Presentation by finalists | 17th May 2016 |
| Contract winner determined and notified for inclusion in the proposal submitted to USAID | 19th May 2016 |
| Effective date of contract (pending USAID award and approval) | 4th October 2016 |

1. **Instructions for Responding**
2. You should send three (3) hard copies and one soft copy of your tender submission as detailed in this document.
3. All documents required as part of your tender response should be submitted in a sealed envelope or package bearing the ITT Reference Number, by the Tender Response Deadline (as set out in the Timescales section of this ITT).
4. Electronic submissions should be sent to IPUtenders@SavetheChildren.org
5. or saved on a USB in a sealed envelope or package bearing the ITT Reference Number, by the Tender Response Deadline (as set out in the Timescales section of this ITT). Electronic submissions of the Bidder Response should be in **both** Word/Excel and PDF formats, the latter signed by a suitable representative of the bidder’s organisation.
6. Your tender response should be submitted For the Attention of (FAO): Mr. Dominic D’Souza, Procurement Coordinator, Save the Children International, St Vincent House, 30 Orange Street, LONDON, UK WC2H 7HH.
7. The documents that must be submitted to form your tender response are listed at Annex-7 (Bidder Response) to this ITT.
8. The following requirements should be complied with when submitting your response to this ITT:
	1. You should ensure that you send your submission in good time to prevent issues with technology or the postal system (particularly considering the upcoming festive period). Late responses may be rejected by Save the Children.
	2. You should ensure that information provided as part of your response is of sufficient quality and detail that an informed assessment of it can be made by Save the Children.
	3. Do not submit any additional supporting documentation with your ITT response, except where specifically requested to do so as part of this ITT. Note that PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of Save the Children.)
	4. All supporting documentation should be provided separately to your main tender response and clearly labelled with the part of the tender response to which it relates.
	5. If you submit a generic policy or document you must clearly indicate the page and paragraph reference that is relevant and to which part of your tender response.
	6. Unless otherwise stated as part of this ITT or Annexes, all tender responses should be in the format of the relevant Save the Children requirement, with your response to that requirement inserted in the space provided.
	7. Where supporting evidence is required, you must demonstrate such equivalence as part of your tender response.
	8. Bidders must not send any product samples to Save the Children in relation to this Process.
	9. Any deliberate alteration of a Save the Children requirement as part of your tender response shall invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
	10. Responses should be concise, unambiguous and should directly relate to the requirement stated. Prices must be shown exclusive of any Value Added Tax (VAT) or similar charges.
9. **Clarification Requests**
10. All clarification requests should be submitted to IPUTenders@SavetheChildren.orgby the Clarification Deadline, as set out in Clause 6 of this ITT. Save the Children is under no obligation to respond to clarification requests received after the Clarification Deadline.
11. Save the Children will issue clarification responses to all potential suppliers and will endeavour to respond within five (5) working days of receipt of a clarification request.
12. **Evaluation Criteria**
13. The tender response will be evaluated as set out in Annex-9 (Evaluation Criteria) to this ITT.

**Annexes**

Annex 1: Save the Children General Terms and Conditions for the Supply of Services

Annex 2: Save the Children Conditions of Tendering

Annex 3: Safeguarding Children Policy

Annex 4: Save the Children’s Anti-Bribery and Corruption Policy

Annex 5: IAPG Code of Conduct

Annex 6: Essential Criteria

Annex 7: Bidder Response

 Part A:Bidder’s general business details

Part B: Services, Quality & Capacity

Part C**:** Service & Delivery

Part D: Pricing

Part E: Ethical Standards

Part F: Confirmation of Bidder Compliance

Part G: Checklist of Documentation for Submission

Annex 8: Technical Specification of Requirement (Scope of Work)

Annex 9: Evaluation Criteria