

Save the Children is an international Non-Governmental Organisation working to create lasting and positive change in the lives of children in need. We kindly request your best quotation for the below items. THIS IS NOT A PURCHASE ORDER. should a Purchase Order be placed subsequent to this quotation, the terms and conditions of purchase on the back of this document will apply. Save the Children may, unless the supplier expressly stipulates to the contrary, accept whatever part of the offer that we so wish.

PR no(s):	Date RFQ sent out:		17/05/2018
	Date Quotation due back:		31/05/2018
	Procurement person responsible:		Abeer AlAwawdeh
SUPPLIER NAME:		RETURN QUOTATION TO: SAVE THE CHILDREN	
Contact name		Contact name	Leonard Kekeke
E-mail		E-mail	Procurement.sro@savethechildren.org
Phone		Phone	
Fax		Fax	
Mobile		Mobile	00962-79 1132067
Address		Address	
Date items required by:			
Delivery address:		Save the Children International Syria Response Office, 62 Abdul Hamid Badees St. Shmeisani Amman-Jordan	
Delivery method/Incoterms (if applicable):			
Payment terms:			
Factors to be considered for evaluation :		e.g. (Price /Quality/Lead time) :	

		For supplier to fill in:			
Line item no.	Description of Goods / Services (add attachment for technical specification if very detailed)	Currency	Daily Rate	Expected number of days	Total Amount
1	Provision of Project Evaluation Consultancy- Project title "Long-term educational, protection and life-saving support to conflict affected children, their families and Civil Society Organizations inside Syria". Details as per attached Terms of reference (TOR)-Annex A				

Additional information required from supplier:	
[1] Quote validity period	
[2] Annex B duly filled as requested	
[3] Declaration that the bidder accepts the Save the Children Terms and conditions as set in Annex C attached	
[4] Accreditation and supporting certificates/documents to provided as requested in Annex A-TOR	

Supplier confirmation of offer	Supplier stamp, if available (otherwise only signatures)
Name	
Title	
Date	

ANNEX A- TERMS OF REFERENCE FINAL EVALUATION (TOR)

Project Title: Long-term educational, protection and life-saving support to conflict affected children, their families and Civil Society Organizations inside Syria
Duty Station: Amman, Jordan (with travels to Antakya, Turkey and Derek, Syria)
Expected Start Date: 15 June 2018

1. Background information

1.1. Context

Children remain major victims of the conflict in Syria with access to basic humanitarian support and education severely impaired. More than 6 million children have been affected by the conflict, with over 2.3 million children registered as refugees outside Syria. There are now 3.9 million people in need in hard-to-reach areas, including 0.94 million in besieged areas. SDC interventions strive to improve the situation of conflict-affected and vulnerable people especially in hard-to-reach-areas. All SDC interventions are carried out according to the principles of humanity, independence, neutrality, and impartiality. The SDC programme in Syria is aligned with the Swiss Cooperation Strategy in the Middle East 2015-2018. SDC's humanitarian interventions in Syria are monitored by the Swiss Cooperation Office in Amman.

1.2. About the project to be reviewed

Project Goal: To provide immediate and longer term support to children and families inside Syria through the provision of life-saving relief, protective education services and capacity building of national Syrian organisations.

Delivered over a three-year period (from May 1, 2015 through April 30, 2018), this intervention provides educational support and mechanisms to protect children, while fulfilling urgent humanitarian needs that continue to endanger the lives of children and their families. Recognizing the essential role of Syrian national organisations in delivering both lifesaving humanitarian aid and strengthening community based mechanisms, SC is providing capacity strengthening support to Syrian civil society organisations. This is essential to the long-term sustainability of programming, but also to support recovery efforts should the conflict end.

The project is being implemented through three area offices (from Turkey in NW Syria; from Derek, Syria in NE Syria; and from Jordan in South and Central Syria), managed from the main Syria Response Office in Amman. Through a collaborative network of staff and partners, each access point supporting the response inside Syria identified the sectors of greatest need within the framework of SDC's interests and designed a logical intervention to complement these needs. While the core outcomes of the project remained the same year over year, the locations, partners, and activities changed to some extent year over year. The expected outcomes of the project are the following:

- Lifesaving Relief
- Protective Education
- Capacity Strengthening

2. Objectives of the review

To assess the relevance, effectiveness, efficiency, impact, and sustainability of the project and provide recommendations for future programming.

- Relevance:
 - Were the project outcomes and activities in each year relevant to the needs and context as they evolved?
 - To what extent did the project achieve SC's global ambition of reaching the most marginalized children in this context?
 - How participatory were the various aspects of the project? (e.g. – to what extent were beneficiaries and communities involved in design, implementation, and monitoring of activities and outcomes?)
 - To what extent did the key contextual changes, threats and opportunities that arose during implementation influence and inform project implementation changes from one year to the next?
 - How appropriate or necessary were the changes proposed and/or implemented by SC and the partners during the project implementation?

- Efficiency:
 - Was the project implementation using resources in an efficient way?
 - Were networks with relevant stakeholders established and were synergies with other actors functioning?
 - Were lessons learned and built upon by SC and its partners from year to year in order to improve efficiency as the project progressed?
 - What could future projects do to increasingly develop and invest in existing resources?
 - How cost-effective is the intervention? What cost-effective alternatives could be used?
- Effectiveness:
 - Were results achieved as set in the planning?
 - Were the activities carried out in line with the original plans? If not, were the changes adequately discussed, documented, and implemented? Which adaptations might have increased the effectiveness of the implemented activities?
 - Were activities conducted along professional quality standards?
 - How effective were the project activities in reaching the most marginalized children? (Target areas and beneficiary selection / outreach by project activities)
 - How inclusive and culturally sensitive were the activities carried out in terms of approach, quality of participation, and information sharing?
 - To what extent has gender been mainstreamed into the project?
 - What system and mechanism were in place to ensure accountability to the beneficiaries and community members, and how well did it work?
- Impact:
 - Is the do no harm principle being applied and plausibly put into practice (or are there signs of harm being done by the intervention)?
 - To what extent has the project contributed to the resilience and protection of the targeted and affected population and contributed to a reduction of factors of vulnerability?
 - Did the project have any indirect or unintended effects with regard to protection, for example for the protection of IDPs or community members who are not direct beneficiaries of the project?
 - What may be said about the sustainability of the project or its activities (in particular the capacity building of local actors)?

3. Methodology

The evaluation will consist of a desk review of project documents, Key Informant Interviews (partner staff, beneficiaries, stakeholders, etc.), Focus Group Discussions with beneficiaries (children and adults), debriefing meeting with SC, and submission of a final report and summary presentation. Primary data collection inside Syria can be supported by SC or its partners as necessary and appropriate.

The evaluation should be a participatory process of review and learning. Thus, it requires seeking the views and perceptions of key stakeholders that include:

- Targeted beneficiaries;
- Implementing partners and other humanitarian actors involved in the project (e.g. SCI, Violet, etc.);
- Community leaders (if applicable) and representatives of the targeted population;
- Local authorities, camp managers, actors involved in the coordination of humanitarian interventions of the affected population;
- SC and Partner Staff involved in the management and oversight of the project.

4. Expected outputs and target dates

a) Draft report to be submitted to SC within five working days after completion of the field mission. The draft report will not exceed 20 pages (excluding annexes), it will be analytical in nature and include an executive summary, conclusions, and recommendations;

b) SC will provide feedback to the draft report within ten working days. The evaluation team will take these comments into account and provide SDC with a final report within five working days after receiving SC's comments.

c) Together with the final report, the evaluation team will provide SC and SDC with a brief PowerPoint presentation including the key findings of the review.

Deadline	Activity
17 May	Publication of the mandate
31 May	Deadline for submitting offer
7 June	Awarding of mandate and notice to unsuccessful bidders
11 June	Signing of contract
15 June	Start of mandate
27 July	Submission of Draft Report
3 August	Submission of Final Report

5. Requirements

The evaluation should be led by a person (or team) with:

- A minimum of 10 years' experience in humanitarian aid and child protection as well as demonstrated experience in the field of monitoring and evaluation of protection humanitarian projects, including but not limited to the use of participatory quantitative and qualitative research methods;
- Proven work experience in the use of participatory evaluation methods for identifying measurable target indicators;
- Working experience in Syria or in the Middle East;
- Fluency in English language required. Arabic and / or Kurdish a strong asset;
- Strong communications skills, including the ability to interact with partners on various levels (authorities, partners, beneficiaries).
- Preference will be given to offers including a combination of international and local expertise with the following potential sharing of responsibilities:
 - International consultant: The international consultant is responsible for the quality of the final evaluation. He / She will guarantee the quality of the final evaluation report and lead the evaluation team through the implementation of the review methodology. The development of the review tools and strategies will be of primary importance. The team leader will develop the detailed review methodology, tool and evaluation questions in consultation with SDC. Other team members will, under his/her leadership, refine the tools and review questions for which they will gather information. It is the responsibility of the international consultant to sub-contract a national consultant as part of the evaluation team.
 - National consultant: His/her role will mainly consist of feeding into the analysis from a context and conflict dynamics perspective; translating the discussions with the various stakeholders (speaking both Arabic and Kurdish will be a key asset); facilitating logistical issues (movements, access to key local stakeholders, etc.).

6. Formal aspects of the invitation to tender

6.1. Composition and content of the offer

- Scan of signed and dated application letter, confirming availability during the critical time slot for the mandate, including self-declaration of ability to carry out mandate and daily rate offer (in CHF).
- 2-page description of key competences needed to carry out mandate including the envisaged methodology to be employed.
- CV(s)
- Financial Offer
- All of the above to be written in English and sent as attachments to email.

6.1 Budget

The work volume is estimated to be 18 working days for each of the international and national consultants (36 days split between the local and international consultant), including all tasks listed under chapters 3 and 4. Financial offers will be compared based on daily rates offered. No reimbursement will be made for the bidder's work in preparing and submitting his or her offer.

Activity	Anticipated Number of Days
Desk Review	6
Tools Development	4

Data Collection & Analysis	18
Report Drafting	6
Report Finalisation and Presentation	2
Total	36

7. Award criteria

Of the valid offers submitted, the contract will be awarded to the most highly rated bid, according to the below criteria and weights. Offers will be assessed according to the following award criteria and weighting:

Award criteria	Weighting
Relevant Evaluation / Technical Experience	40%
Knowledge of humanitarian response projects, Child Protection, education in emergencies, and / or partner capacity strengthening, either as a project manager or evaluator	20%
Daily rate	20%
Capacity and ability to perform the evaluation according to requested criteria and timelines	20%

8. How to apply

Interested candidates are invited to submit their application including all documents listed under chapter 6.1 until 31 May to the e-mail: Procurement.sro@savethechildren.org

ANNEX B- TENDER RESPONSE

(Please provide information against each requirement, additional rows can be inserted for all questions as necessary)

ESSENTIAL CRITERIA

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. after passing the essential criteria you will be scored against Capability and Commercial criteria.

- A) Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities : Yes/ No

- B) Do you agree to comply with our standard policies and procedures as stated in RFQ or Invitation to Tender (ITT) document : Yes/No

- C) Do you confirm that you are not any prohibited parties or on Government blacklists : Yes/ No

Section 1 - Bidder's general business details

1. General information

Organisation Name:		
Contact Name:		
Phone:		Fax:
Email:		Parent company (if applicable):
Principle Address:	Registered Address:	Payment Address:
Registration number:		Tax number:
Legal status (Sole Proprietor /Partnership/Company) :		
Year of registration:		Annual Turnover:

2. Please provide details of the type of your organisation (manufacturer, distributor, etc):

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3. Please provide details of the primary products/services of your organisation:

4. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children:

Name	Job title	Role for Save the Children account	Direct telephone number	Email address

5. Please detail what your insurance cover provides and what the maximum value is (if any) :

CAPABILITY CRITERIA

Please refer to article number 7 from the Annex A-Terms of Reference.

Section 2: Bidder capacity

1. Detail the product you are intending to supply with any variations/notes to the specification if your product differs.

Product	Indicate which products you are bidding for	As per the specification?	Please list any variations/notes to specification
<i>[insert name of product]</i>	Yes / No	Yes / No	
	Yes / No	Yes / No	
	Yes / No	Yes / No	
	Yes / No	Yes / No	

2. Number of years of relevant experience to provide similar goods or services?

3. What warranties and guarantees can you offer as part of this contract?

4. How quickly can you guarantee a response time to quotation requests?

5. What are your standard working hours and what after-hours services do you provide in the event of an emergency?

6. Detail any benefits or additional services your organization can offer Save the Children as part of the contract:

7. Details of Geographic coverage in Country / outside

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8. What quality standards does your organisation adhere to e.g. ISO?

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9. Please provide details of at least 2 client references which Save the Children may contact (preferably NGOs):

Client Organisation	Contact	Phone no.	E-mail address	Details of contract

COMMERCIAL CRITERIA

Section 3: Commercial proposal (Pricing)

1. Please indicate here the prices including taxes you are offering to Save the Children as part of this contract, including the currency. Please refer to specification for details of what must be included.

Product	Unit	Currency	Ex Works Price per piece	Location(s) of ex-works price
<i>[insert name of product]</i>				

2. Can you fix these prices for the duration of the contract?

Yes No

If not, please provide details of how long they will remain fixed?

3. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

Section 4: Confirmation of Bidder's compliance

We, the Bidder, hereby confirm compliance with:

- The required specification for the products
- The Conditions of Tendering
- Save the Children's Terms and Conditions of Purchase
- Save the Children's Child Safeguarding policy
- Save the Children's Anti-Bribery and Corruption policy
- Save the Children Human Trafficking and Modern Slavery policy
- The IAPG Code of Conduct

The following documents and items are included in our bid:

- Section 1: Bidder's general business details
- Section 2: Bidder capacity
- Section 3: Pricing proposal
- *[insert samples if required]*
- *[insert requirement for any registration certificates if required]*

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Acceptance by the Bidder:

.....

Signature

.....

Name

.....

Job Title

.....

Company

.....

Date

ANNEX C- TERMS AND CONDITIONS OF PURCHASE

1 Definitions and Interpretation

These terms and conditions ("**Conditions**") provide the basis of the contract between the supplier ("**Supplier**") and Save the Children International (the "**Customer**"), in relation to the validly issued purchase order ("**Order**") (the Order and the Conditions are together referred to as the "**Contract**"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

2 Quality and Defects

2.1 The Goods and the Services shall, as appropriate:

- a) correspond with their description in the Order and any applicable specification;
- b) comply with all applicable statutory and regulatory requirements;
- c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
- d) be free from defects in design, material, workmanship and installation; and
- e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

3 Compliance and Ethical Standards

3.1 The Supplier, its suppliers and sub-contractors, shall (a) observe the highest ethical standards, and shall comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force, (b) comply with the following Customer policies, which are annexed: Child Safeguarding; Fraud, Bribery and Corruption; and Human Trafficking and Modern Slavery (together the "**Mandatory Policies**"), and (c) act in relation to the Contract in accordance with the principles of the InterAgency Procurement Group Code of Conduct.

3.2 The Supplier, its suppliers and sub-contractors shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with prohibited party armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against the following sanctions lists: UK Treasury List, EC List, OFAC List and US Treasury List.

3.3 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.

3.4 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies or Condition 8 (Supplier's Warranties), and shall inform the Customer of full details of any action taken in relation to the reported breach.

4 Delivery / Performance

4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.

4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.

4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.

4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms 2010 identified in the Order, or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.

4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.

4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

5 Indemnity

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with claims made against the Customer by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

6 Price and Payment

Payment will be made as set out in the Order and the Customer shall be entitled to off-set against the price set out in the Order all sums owed to the Customer by the Supplier.

7 Termination

7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.

7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:

- a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
- b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.

7.3 In the event of termination, all existing Orders must be completed.

8 Supplier's Warranties

8.1 The Supplier warrants to the Customer that:

- a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
- b) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer;
- c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances;
- d) none of its directors or officers or any of its employees have any interest in any supplier or potential supplier of the Customer or is a party to, or are otherwise interested in, any transaction or arrangement with the Customer; and
- e) information provided to the Customer are, and remain, complete and accurate in all material respects.

9 Force majeure

9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a "**Force Majeure Event**") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.

9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

10 General

10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.

10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.

10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.

10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.

10.6 The Contract shall be governed by and construed in accordance with English law. The parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.

10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.