*Version 1.0 /110621*

**INVITATION TO TENDER**

**Syria Response Office**

**06/08/2021**

**ITT-SRO-NWS-2021-0033**

***Community-level assessment and participatory approaches to reduce child labour in North West Syria***

**SUBMISSION DEADLINE: 17:00 ON 20/08/2021**

**Last day for inquiries: 15:00 ON 18/08/2021**

**QUESTIONS / CLARIFICATIONS :** [**Cemil.abdullah@savethechildren.org**](mailto:Cemil.abdullah@savethechildren.org)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. 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.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Community-level assessment and participatory approaches to reduce child labour in North West Syria* |
| **Outcome of Tender** | ***Contract*** *– the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.* |
| **Duration of Award** |  |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 06/08/2021 |
| Deadline for questions from Bidders | 18/08/2021 |
| Deadline for Bid Submission | 20/08/2021 |
| Award Contact | 31/08/2021 |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted only by email:

**Electronic Submission via Email**

* Email should be addressed to Supply Chain Team at [procurement.sro@savethechildren.org](mailto:procurement.sro@savethechildren.org)
* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be “ITT-SRO-NWS-2021-0033 Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **Friday the 20th of August 2021 17:00**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Cemil Abdullah | Cemil.abdullah@savethechildren.org |

Please be advised local working hours are 09:00 AM To 17:00. Please allow up to two working days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

**Background information/context**

As cited by [Human Rights Watch in March 2020](https://www.hrw.org/news/2020/03/13/children-syria) “*Four out of five people in Syria live below the poverty line, leading to recruitment into fighting, child labour, and child marriage*.” Now in its 11th year, the conflict in Syria has inflicted untold suffering for the people of North West Syria, and resulted in many adverse effects on communities. Families face dire economic situations and may resort to reliance on harmful coping mechanisms for survival, which in turn create profound risks to the safety and wellbeing of the most vulnerable children. Children and adolescents continue to suffer from multiple threats that include separation, chronic psychological distress, violence and abuse, barriers to education and school dropout, and child labour, including the worst forms of child labour, among other risks. These risks are highly age and gender specific.

The Syria 2021 Humanitarian Needs Overview (HNO) from March 2021 indicates that “*22 per cent of assessed communities report child labour as a means to support household income as frequently occurring, with a slight increase for children 12 years of age and older*.” The Covid-19 pandemic has only exacerbated the number of child labour cases due to school closures and economic deterioration. North West Syria Child Protection Sub-Cluster partners have consistently highlighted the workplace as a location where children are exposed to multiple risks; and girls and boys involved in the worst form of child labour face violence, abuse, exploitation and even death.

“*Given the immediate danger and long-term consequences of child labour, tackling it must be an urgent priority for all those working before, during and – crucially – after humanitarian crises. Strengthening both informal and formal systems and services that will continue to protect children from child labour after the emergency is over is essential. Child protection actors play a central role, but actors across many other sectors must also priorities the issue if we are to effectively prevent and respond to the problem*.” [Alliance for Child Protection in Humanitarian Action](https://alliancecpha.org/en/child-protection-online-library/inter-agency-toolkit-preventing-and-responding-child-labour)

In NWS, Child Protection partners under the CP Sub-Cluster Case Management Task Force, along with important counterparts in the Early Recovery, Cash and Livelihood sectors, are grappling with the prevalence and complexity of preventing and responding to child labour. There is a recognition that multiple factors on multiple levels contribute to girls and boys subjected to harmful and dangerous work, and that the range of conditions, norms and factors require more nuanced, tailored and integrated approaches.

**SPECIFICATIONS**

Save the Children is looking for an expert in child labour to undertake a community-level assessment and support the development of an innovative prevention and response plan that draws upon the recently released [*Inter-Agency Toolkit: Preventing and Responding to Child Labour in Humanitarian Action*](https://alliancecpha.org/en/cltf) and other child-centered approaches.

**Objectives and Deliverables**

The overall purpose of this assignment is to strengthen the multi-layered and multi-sectoral (social/institutional, community and household-level) response to children at risk of becoming involved in harmful work as well as those currently involved through:

1. Increased understanding of the root causes and drivers of the different types of harmful work, as well as of workplace conditions and circumstances, through a community-level assessment that captures socio-economic barriers, household status, gender, social norms and community perceptions/knowledge in order to unpack the risk and protective factors related to child labour.
2. Participatory development and/or strengthening of child-centered, community-led prevention and response plan that highlight roles and integration of various sectors and actors (informal and formal). Within this plan, define the necessary competencies for child protection staff as well as for food security and livelihoods and early recovery staff and other key stakeholders, and identify an initial set of training and capacity building tools and resources.

**Timeline and budget**

Estimated days suggested in Section 3 below, subject to further discussion with the consultant; all deliverables completed between September and November 2021.

**Location and travel**

Remote with potential travel to Turkey (Gaziantep). Ability to travel into North West Syria an advantage.

**Methodologies**

The consultant is expected to propose gender and age-sensitive, child–centered, participatory methodologies, which may include:

* Desk review of available evidence and data on child labour and key stakeholders in NWS
* Remote KIIs with a range of actors (to be identified and confirmed based on the desk review findings and guidance from in-country team)
* Support a process of FGDs based on identification of key stakeholders on the ground
* Support a process of child-led participatory action research supported by child protection actors in targeted locations, with a focus on understanding their hopes, resilience, lived experience and conditions

**Experience and skill set required**

* Demonstrated experience in child labour, preferably in the context of Syria
* Demonstrated experience of social norms and gender analysis
* Demonstrated experience in qualitative research methods and community-centred participatory methodologies, including age-appropriate adaptations of participatory action research
* Experience conducting assessments and providing training on tools remotely
* Ability to work with diverse teams, including local partners, local authorities
* Ability to communicate in clear and child-friendly language
* Excellent English speaking and writing skills and Arabic language or demonstrated access to Arabic language translation support a requirement

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 4 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address (or home address if working home-based) * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Home/Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | Relevant experience working on the topic of child labour | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Experience with adapting participatory methodologies for communities and/or children | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | Strong written and verbal communication skills in English and ability to access written and verbal communication skills in Arabic language | **Yes / No** | **Comments / Attachments** |
|  |  |

## 

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.  Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last five (5) years.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children) (****5%)*** | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | Demonstrates experience in conducting gender and social norms analysis and related programming *(please provide short cover letter and CV)* ***(10%)*** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | Demonstrates clear understanding of project goals and provides concrete proposal for completing deliverables *(please provide brief description of proposed approach including work plan)* ***(15%)*** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | Demonstrates experience managing processes (including remotely) and fostering collaboration across sectors and with multiple stakeholders, ***(10%)*** | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | Familiarity with the key inter-agency resources, evidence and programmatic approaches related to child labour and community engagement in humanitarian settings ***(10%)*** | **Bidder Response** | | **Comments** |
|  | |  |
| ***6*** | Sustainability: The bidder demonstrates experience and understanding of local context and community. ***(10%)*** | **Bidder Response** | | **Attachment(s)** |
|  | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | *Deliverable* | *Description* | *Language* | *Due Date* | *Cost per deliverable in USD* | *Proposed Number of days* |
| 1 | Detailed work plan and proposed methodology |  | English | Early September 2021 |  |  |
| **2** | Community-level assessment  (specific locations TBD) | Facilitate process and develop written product to provide a deeper understanding of root causes and drivers and develop initial recommendations (solutions) for prevention and response focused on 3-4 (TBD) priority locations  *This may include:*   * *KIIs* * *Desk review* * *Developing tools and providing training for field level participatory research and FGDs—including with children* | English and Arabic  (Arabic required for tools, conducting KIIs, translation of data and for final written product) | September - October 2021 (approx. 20-25 days) |  |  |
| **3** | Validation of multi-layered prevention and response plan that highlights key competencies across sectors | Guide participatory process to unpack prevention and response actions at multiple levels; highlight relevant learning from other contexts and define key competencies for CP and other actors; consolidate into user-friendly document  *This may include:*   * *Facilitation and coordination of validation workshops at multiple levels (targeted at diverse stakeholders and including children’s groups)* * *Conducting face-to-face workshop in Gaziantep if possible (note: travel costs to be covered by Save the Children and do not need to be budgeted in this proposal)* * *Final written product produced in English and Arabic* | English and Arabic  (Arabic required to enable participation of diverse stakeholders; and for final written product) | October – November 2021 (approx. 20 days) |  |  |
| Total costs in USD | | | | | |  |

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 1 – Essential Criteria | | |  | | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 3 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Adherence to all of the requirements in Section 1 | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Capability & Sustainability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Two References | | | |  |
| Short cover letter and CV | | | |  |
| Provide brief description of proposed approach including work plan | | | |  |
| Demonstrates experience managing processes (including remotely) and fostering collaboration across sectors and with multiple stakeholders | | | |  |
| The bidder demonstrates experience and understanding of local context and community | | | |  |
| Familiarity with the key inter-agency resources, evidence and programmatic approaches related to child labour and community engagement in humanitarian settings | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Fill all the requirements in section 3 | | | |  |
|  | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |