

Terms of Reference (TOR-IST-2021-0157)

Consultancy: Organization of an Online Symposium On Refugees' Access to Education

Background

Save the Children (SC) is a rights-based organization with a vision of a world in which every child attains the right to survival, protection, development and participation. In Turkey, SC's programming is framed by our Country Strategic Plan 2019-2021, which favors integrated child-focused programming to promote access to education and Early Childhood Care and Development (ECCD), access to livelihood, predominantly among youth, and protection and child protection, with particular focus on prevention and response to child labor, child marriage and violence against children and Mental Health and Psychosocial Support (MHPSS). We also have a strong focus on child and youth participation, community-based programming, efforts to promote protection of children's rights, inclusive programming (particular focus on gender and disability), social cohesion and resilience to promote sustainable solutions for children and their families/caregivers and communities. SC Turkey works in partnership and/or collaboration with key civil society, private sector stakeholders and formal duty bearers, including municipalities, in order to reach refugee and host community girls and boys who are particularly vulnerable to risks, such as poverty, school drop-outs, child labor, child marriage, violence and psychosocial distress.

Under "Community-based Child Protection Systems Strengthening in Istanbul" project, SC Turkey conducted a research with a team of researchers from Hacettepe University on school enrolment and school completion among refugee children in Esenyurt (Istanbul): understanding barriers, challenges and opportunities. The research aimed to understand the barriers and also find out measures can be taken from various actors to increase the rate of school enrolment and completion and to decrease the rate of school drop outs. With regards to the findings, SC Turkey is planning to organize an online symposium to discuss the findings from the research report and influence duty-bearers by engaging them into discussion for increased rate of school enrolment of refugee children.

Save the Children Turkey office is seeking a skilled public relations/Communication consultancy firm with an explicit and demonstrated specialization in NGO context in Turkey to organize an Online Symposium that aims to bring Academicians, Relevant Turkish Authorities, Private Sector Actors, I/NGOs, UN organizations and relevant Stakeholders together in order to have a common understanding on refugee children' access to education of highest possible quality under the course of above explained project.

I. Purpose of the Assignment

The purpose of the *Symposium on Refugee Children' Access to Education* is to analyze trends and define good-practice on increasing school enrolment and completion rate among refugee children with key academic, governmental, humanitarian and private sector actors by presenting recent research conducted by SC and Hacettepe University. Considering the health risks due to Covid-19 pandemic, the symposium is planned to be held in an online set up. The symposium will be held in collaboration with Hacettepe University. While content of the symposium program, list of participants and moderation of sessions will be led by SC and Hacettepe University, the consultancy firm is expected to be responsible for the technical set-up

(such as setting up online platform, any technical support etc.), communication with participants of the symposium and simultaneous translation services (Turkish-English-Arabic-Sign language). ***The symposium is planned to be a 2-day-event and there will be 3 1,5-hour-sessions each day.***

Service: Organization of the Online Symposium

Deliverable	Role of Firm
<ul style="list-style-type: none"> - Communication with participants before, during, and after the symposium 	<ul style="list-style-type: none"> - The announcement poster will be prepared by the firm (approval is needed from SC) it will be used during communication with participants and guest speakers (approximately 300 participants). The firm is expected to adhere universal design & inclusion principles with regard to visual materials for announcements. - SC will provide a list of participants from targeted organizations (academic institutions, I/NGOs, governmental institutions, UN agencies and private sector actors) to be invited to the symposium and the consultancy firm will lead the communication with the participants (related to the issues such as registration and inquiries about technical details). The firm is expected to share a how-to-use technical guideline for the digital platform that will be used for symposium with guest speakers and participants and share with them. - The schedule for the sessions will be prepared and moderators and speakers will be identified by SC, the firm is expected to assist moderators and speakers during online sessions related to technical issues. - Keeping record of participant lists, including means of verifications (such as screenshots and Zoom reports) and sharing them with SC at the end of each session. - At the end of the symposium, there will be an online post-assessment survey to receive feedback from the participants. The content of the survey will be prepared by SC and the firm is expected to communicate with the participants to collect their feedback and share the raw data with SC.
<ul style="list-style-type: none"> - Online platform set-up 	<ul style="list-style-type: none"> - The symposium is planned to be a 2-day-event and there will be 3 1,5-hour-sessions each day. Total sessions in 2 days will be 6 and total hours will be 9. - The firm is expected to set a suitable online platform for the 2-day-symposium such as Zoom, Teams or firm's own digital platform. - The platform that will be chosen by the firm should be able to host at least 300 participants to attend each session. - Technical set-up and the technical moderation of the platform is firm's responsibility. The platform should also allow simultaneous translation to English, Arabic and sign language.

	<ul style="list-style-type: none"> - The firm is expected to share a how-to-use technical guideline for the digital platform that will be used for symposium with guest speakers and participants. - The background visual content will be provided by SC and firm is expected to set it as a background for the guest speakers during sessions.
- Simultaneous Translation	<ul style="list-style-type: none"> - The symposium will be held mostly in Turkish. The firm is expected to provide simultaneous translation services (Turkish-English-Arabic and sign language and vice versa when needed) for 9 hours (3x1,5-hour-sessions per day).

II. Duration of the assignment

Task	Timeframe
Kick-off	June 7-11
Communication with participants	June 14-25
Online symposium	July 8-9
Post-assessment survey	July 12-14
Closure (means of verification and raw data submission)	July 19-20

Table 1- Save the Children reserves the right to make adjustments on this section. Any changes will be shared with the selected service provider.

III. Outputs/ deliverables

In accordance with the scope of work, the key deliverables are:

- Arrange for a kick-off meeting to present the work plan.
- Inception report, to be completed within one week of signing contract and signed off by Save the Children before the assignment can start. The Inception Report should include suggested work plan/work flow, that outlines roles and responsibilities, milestones and deadlines. It should also include:
- Plan for the online symposium comprising communication plan with possible participants and specifying online platform that will be used.
- Organization of the online symposium

All deliverables will be subject to Save the Children's approval.

IV. Standards and Procedures

The following standards should be mainstreamed throughout the assignment:

- All forms of data gathering (such as participant lists or content) should be conducted in a safe and ethical manner, with the Best Interests of the Child at the center in accordance with Data Protection Law. Save the Children will be consulting with the Consultant Firm on a regular basis to ensure and support the implementation of this standard.
- The principles of Inclusiveness, Non-Discrimination, meaningful Participation as well as Accountability, should be central throughout the process.
- Adherence by all staff to Save the Children's Code of conduct, Child Safeguarding policy and practices and confidentiality throughout the process (including when interviewing or photographing children).
- All data (hard and soft copy alike) should be safely stored and access should be limited to the data set based on the role of the staff.
- Regular briefings will take place between the consultant and Save the Children, to reflect on any adjustments necessary or the developments that occur in the area (i.e. safety and security related updates, unavoidable edits within the questionnaire, reach of targets).

V. Organizational Roles and responsibilities

Save the Children's responsibility:

Save the Children, through its focal point will be involved throughout the process, and provide technical assistance (i.e. provision of the necessary documents and information, content of brochure and booklet, review of the submissions and plans) as well as sign-off of critical mile stones (Inception Report, incl. Work Plan). Practical assistance will not be provided (i.e. in-country travel, accommodation).

Applicant's responsibility:

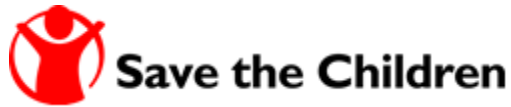
The consultancy will be conducted by an experienced multi-disciplinary consultant firm with experience in organization of symposium.

Please note that SC shall have exclusive copyright of any materials (videos, records of participants, data from post-assessment survey etc.) to be produced during the assignment.

VI. Qualifications and Requirements

The Applicant should have the necessary expertise to undertake the tasks as per this ToR of highest possible quality. The technical expertise and practical experience should consist of one that can deliver the scope of work and deliverables, in particular, with regards to:

Technical skills: The Applicant must propose a multi-sectoral team, with technical expertise and excellency in conducting online seminars/conferences.



Organizational experience: The Applicant must show evidence of previous and successful provision of similar services as presented under this ToR.

Language Skills: The Applicant must possess advanced English and Turkish writing and speaking skills.

Country experience: The Applicant or the proposed team must be familiar with the Turkish context and the wider system affecting refugee and migrant children and young people in Turkey.

Legality in Turkey: The Applicant must verify ability to legally conduct the consultancy and invoice the service fees pursuant to the accountancy practices applicable in Turkey.

Guiding Principles and Values: The Applicant must commit to adherence to Save the Children's Code of conduct, Child Safeguarding practices, confidentiality and Best Interests of the Child at all times.

Skills and personal traits: The Applicant must demonstrate respect for diversity and the principle of non-discrimination.

VII. Application Requirements

The application must include the following:

- The Applicant must either have a legitimate business /official premises, and must be registered for trading and tax as appropriate OR apply as an individual but hold a Turkish Citizenship in Turkey OR work as consortium of consultants eligible to issue receipts.
- Technical Proposal (max 5 pages) articulating the proposed approach and method for the assignment. The Technical Proposal should demonstrate the Applicant's technical expertise in the area.
- Financial proposal including a detailed budget breakdown, including any related tax & other operational expenses (currency unit: TRY). This should realistically and adequately present specific items, frequencies and costs.
- The Applicant must accept to receive a half-day orientation training (online) on Child safeguarding and project objectives from SC TCO staff.

Legal documentation:

- The Applicant must provide necessary documentation for proof of your registration in country (**Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted**)
- The Applicant must be compliance with **Save the children International standard policies (Please sign and stamp our Policies and send together with your bids)**
- **RFQ-IST-2021-0157** document (attached) should be filled with required information and be submitted signed & stamped.

Professional experience:

- Presentation of the Applicant - team members articulating previous experience and familiarity with the requested service who will work on the project. Their role and a synopsis of their experience relevant to these roles should be provided. Curriculum Vitae of all team members shall be attached.
- Cover letter and outline of relevant past performance (max 5 pages). The outline should include descriptions of relevant past work.
- An overview of the qualifications of the key individuals who will be participating in the assignment, specification of the activities they will be carrying out, and a summary of their relevant qualifications/experience.
- Complete and updated CVs & Portfolios of the named individuals and covering letter.
- A sample of a relevant past experience in Turkish or English.
- At least two (2) reference letters about the Applicant's success in conducting similar assignments in the past. The reference letters should include name, title, organization, location, telephone, and email address.

VIII. Evaluation Criteria

Capability Criteria (60%)

- Qualification and experience of the Applicant **(20%)**
- Relevancy of the methodology **(10%)**
- Timeline **(10%)**
- Technical approach of the previous work sample(s), and proposed detailed work plan **(20%)**

Commercial Criteria (40%)

- Financial proposal including a detailed budget breakdown of estimated costs

IX. Submission of Bids

Deadline for "Request for Clarifications": 02 June, 1500 TK Time

Deadline for "Submission of Bids": 04 June 2021, 1700 TK Time

Please submit your respective bids electronically to procurement.turkey@savethechildren.org via email before the given deadline above. Any bid received after the mentioned deadline will not be considered eligible.