

EU Fee for Service Contract Opportunity - Consultancy

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 labour, 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 sex and disability), social cohesion and resilience to promote sustainable solutions for children and their families 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 labour, child marriage, violence and psychosocial distress.

I. Purpose of the Assignment

To enhance SC's understanding of the key risks and mitigation strategies needed when pursuing EU fee for service contracts.

II. Duration of the assignment

Assignment expected to begin in July over an estimated 2-month duration. This consultancy is in support of an anticipated tender opportunity for SC Turkey Country Office (TCO). Approximately 20 days level of effort is expected during this time.

III. Outputs/ deliverables

Item
<p>Analysis of service contract conditions</p> <p>Details: Consultant would request a sample contract template (including all annexes) from the prime and use that to analyse the following:</p> <ul style="list-style-type: none"> • Analysis of how to present various entities within SC and recommendations for who should lead on contracting of key and non-key experts. Identify any areas of incompatibility between SC policies and practices and donor requirements or expectations from prime (e.g. HR related, procurement, requirements for separate bank accounts, etc.). • Identify contract terms and conditions which may be negotiable and provide recommendations for items to negotiate with the prime to minimise risk and maximise financial cost coverage for SC Germany and TCO. • Highlight key financial, legal, operational and/or other major risks for Senior Management consideration, alongside recommendations for mitigating risks to the extent possible based on best practices from their experience.
<p>Development of a costing strategy</p>

Details: Consultant would request a sample budget template from the prime and use that to develop the following:

- Guidance on cost allowability (in particular which SC Germany and TCO costs are eligible or ineligible)
- Provide recommendations for costing approaches which maximise cost recovery (this may include identifying areas for negotiation with the prime such as regarding fee)
- Develop costing tools as needed based on recommendations (for example, this will likely include development of a loaded daily rate tool, which can be used to set a rate per position and also to divide out the daily rate between SC Germany and TCO).

Provision of ongoing advice during tender preparation

Details: Consultant is available during tender preparation to:

- Support negotiation of specific contract clauses/obligations/etc.
- Answer questions and/or seek clarification from prime if needed on templates and deliverables
- Support the TCO with preparation, development, and Implementation of donor ready budget format with taken in consideration the donor regulation as well as replying on the donor feedback regarding the budget until approved by donor
- Provide trouble shooting on costing tool(s) that were developed

Develop lessons learned repository

Details: Consultant would help consolidate learnings and examples from the tender process. Specific outputs might include:

- Produce summary document of key considerations for pursuing fee for service contracts with EU, including identifying key risks, go/no-go considerations, key resources needed, etc.
- Produce a guidance document on how to complete a reference for a contract
- Work with the TCO and SC Germany teams to present a short lessons learned presentation to the EU Account members

IV. Qualifications and Requirements

The Applicant should have the necessary expertise to carry out the requirements 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:

The Applicant must have

- Minimum of five years working in business development
- Experience working with international NGOs
- Demonstrated experience preparing EU contracts, including fee for service contracts
- Fluency in English
- Minimum BA plus 5 years work experience

V. Technical Qualifications and Requirements

The Applicant should have the necessary expertise to carry out the consultancy 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 should possess the proven technical expertise and excellency in in related field.
- **Language Skills:** The Applicant must possess advanced Turkish and English writing and speaking skills.
- **Legality in Turkey:** The Applicant must either have a legitimate business /official premises, and must be registered for trading and tax as appropriate.
- **Guiding Principles and Values:** The Applicant must commit to adherence to SC'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.
- **Technical Proposal:** The applicant should submit a technical proposal including technological infrastructure that will be used, work plan and the timetable. The technical proposal should include previous work sample on e-learning systems.

Technical Criteria #	Technical Criteria	Technical Evaluation Points
1	Demonstrable experience in creating/using an e-learning platform (quality of the previous work samples)	10
2	Work plan and timetable	5
3	Relevancy of University Degrees and professional experiences of the team members	10
4	Quality of the technical proposal	25
5	Sustainability Criteria (please see the Sustainability Evaluation)	10
5-1	The bidder demonstrates activities OR has processes in place within their organization, aimed at improving sustainability. (e.g. paperless offices, green technology in offices, policies, training programmes, community outreach programmes etc).	2/10
5-2	The bidder has their own Sustainability Policy (or Policies).	2/10
5-3	The bidder supplies printed items on recycled materials.	2/10
5-4	Bidder demonstrates a willingness to minimize their travel and carbon footprint.	2/10
5-5	Bidder has incorporated sustainability into their project methodology.	2/10
	Technical Evaluation Sub-Total	60

Financial Criteria #	Financial Criteria	Financial Evaluation Points
/	Financial proposal including a detailed budget breakdown of estimated costs	40
	Financial Evaluation Sub-Total	40

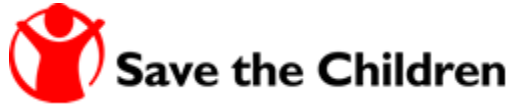
VI. Application Requirements

The application must include the following for companies:

- 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) – Companies or individuals who cannot submit an invoice to SCI will not be eligible for this proposal.
- 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-2021-0226 document (attached) should be filled with required information and be submitted signed & stamped.

The application must include the following for individuals:

- Cover letter and CV.
- Relevant diploma and language certificate.
- Criminal Record and Identification Card.
- Presentation of the Applicant articulating previous experience and familiarity assignment requirements (max 2 pages).
- 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-2021-0226 document (attached) should be filled with required information and be submitted signed & stamped.
- Financial proposal including a detailed budget breakdown. The budget must differentiate between fees and reimbursable costs (currency unit: TRY), and include VAT, stamp duty, withholding tax and all other taxes and lieu administrative fees. The applicant needs to provide financial invoice for the service.



VII. Submission of Bids

Deadline for “Request for Clarifications”: 26 July 2021, 1700 TK Time

Deadline for “Submission of RFQ”: 28 July 2021, 1500 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.

For clarifications purposes please contact us at tco.supplychain@savethechildren.org

Submissions to the wrong email addresses will not be considered eligible for both purposes, bid submission and/or clarification.