



CONFIDENTIAL DOCUMENT –REQUEST FOR PROPOSAL
COMPREHENSIVE PROTECTION NEEDS ASSESSMENT
REFERENCE NO: TURXB-2021-1898

CARE International in Turkey
Emek mahallesi Ibrahimli Yolu caddesi,
No: 13/B, Sehitkamil/Gaziantep

RFP ISSUE DATE: 28 SEPTEMBER 2021

RFP RESPONSE DATE: 15 OCTOBER 2021

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PREPARED BY
CARE TURKEY®



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1. SUMMARY AND BACKGROUND

CARE International in Turkey is a non-profit, non-governmental organization that has been operating in Gaziantep, Turkey since 2013, providing much needed aid and support to the Syrian refugee population, through funds provided by various government and other donors. CARE International in Turkey has been providing emergency relief assistance (Food or Non-Food Commodities) to the Syrian refugee population over the past 3/4 years procuring from Turkey.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

Submission of Bids

Responses will only be accepted in the requested format. *Proposals should be submitted as electronically. Due to work remotely under the Corona Virus -19 circumstances.*

The RFP closing date and time is:

15th October 2021 at 17:30 pm

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to TUR.xbprocurement@care.org, no later than **October 8 , 2021**.

A: Electronic Submission:

An email containing a copy of the bid:

- *Email must be sent to TUR.xbprocurement@care.org*
- *The subject of the email should be “Request for Proposal –TURXB-2021-1898 – Comprehensive Protection Needs Assessment – ‘Bidder Name’, ‘Date’”*
- *All documents should be clearly labelled so it is clear to understand what each file relates to.*
- *Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. **Documents in MS Word or excel formats, will result in the bid being disqualified.***
- *Email size should not exceed 15mb – if this limit is breached bidder should split the submission into two or more emails.*

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE



All documents and proposals must be signed by an official agent or representative of the company submitting the proposal.

All costs must be itemized in **Annex C – Financial Bid** with a requirement to include in the quotes all fees, costs and tax coverage. All stamp tax arising from any agreement with CARE; shall be payable by supplier, and a copy of the tax payment receipt shall be shared with CARE within one month of signing the agreement.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE Turkey legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE Turkey shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE Turkey to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

IMPORTANT INFORMATION REGARDING THIS RFP:

- *If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work.*
- *All service shall be delivered to **North West Syria – Aleppo, Idleb** as delivery location. Detailed location may be viewed from ToR.*
- *No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed material.*
- *CARE Turkey reserves the right to change the location of project and total number of beneficiaries based on the updates of the implementing area*
- *Please refer to the terms of reference form to confirm the content for the service*
- *CARE Turkey respective tender committee will be evaluate based on the section - 8 stated as evaluation criteria*



- *CARE Turkey will be reached out suppliers who has shortlisted based on the Evaluation Part-I*
- *CARE Turkey may request ZOOM Meeting (video conference) or face to face interviews with the short-listed bidders. Powerpoint presentation will be requested in this interview.*

3. PROJECT PURPOSE AND DESCRIPTION

Statement of Purpose

The purpose of this comprehensive needs assessment is to support CARE, protection and non-protection actors in planning the humanitarian intervention in response to the complex humanitarian context across northwest Syria.

This RFP is an invitation to bid, not an offer of contract. Proposers must submit a response that complies with minimum requirements contained in the **Annex-B Terms of References**.

4. PROJECT OVERVIEW

CARE Turkey intends to enter open tender process for the provision of **Comprehensive Protection Needs Assessment**

The assessment is aimed to be conducted from age, gender and diversity approach to better understand critical protection needs in the target communities. This assessment specifically intends to respond to a gap in terms of up-to-date and age, gender, and diversity specific data and analysis for northwest Syria. Particularly, specific protection needs, risks and service access barriers of adolescents and youth as well as persons with disabilities are particularly targeted by this assessment to respond to the gap. Specifically, and not outlined/specified elsewhere in Annex B ; the need assessment objectives are as follows:

- Develop a better understanding of the protection (including GP, SRH and GBV) situation of the concerned population in northwest Syria factoring in the COVID-19, from age, gender, diversity, location, displacement status and health conditions approaches with a specific focus on adolescents and youth as well as persons with disabilities, both for IDPs and affected host communities, in order to be able to deliver an effective and targeted response based on their profile and location;
- Inform and develop CARE's future protection programming initiatives to address identified GP, GBV and SRH needs and gaps.
- Assist the Protection Cluster and the humanitarian actors in northwest Syria in prioritizing the affected areas needing further protection monitoring and in-depth assessment;
- Assist the Protection Cluster in monitoring the Strategic Response Plan (SRP) and provide evidence for resource allocation.



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- Inform advocacy efforts on the local and central level with various stakeholders, including UN agencies, clusters, I/NGOs, public institutions and non-protection actors.

Please note that detailed technical specifications can be found in Annex – B Terms of Reference

CARE Turkey will then place Purchase Orders and Service Agreement for requested service in stated time frame.

5. PROJECT SCOPE

The following criteria must be met to achieve a successful project:

Contracting Authority	<i>CARE International in Turkey</i>
Implementation Area	<i>North West Syria – Idlib, Aleppo</i>
Description of Service	<i>The Country Office of Turkey has a requirement for Comprehensive Protection Needs Assessment</i>
Duration of Project	<i>27th October to 31 December 2021</i>
Validity of Offers	<i>3 (three) months</i>
Agreement Type	<i>CARE Turkey issue subsequent purchase order and Service Agreement outlining specific requested service</i>

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A proposal is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them.

The technical criteria and specifications are stipulated in Annex B – Terms of Reference Form.

6. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **15th October 2021, 5.30 PM.**



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Evaluation of proposals will be conducted from **18th October, 2021** If additional information or discussions are needed with any bidders during this window, proposer(s) will be notified.

The selection decision for the winning proposal will be made by latest **22 October , 2021**.

Upon notification, the contract negotiation with the winning proposer will begin immediately.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to TUR.xbprocurement@care.org, no later than **October 8, 2021**.

Activities	Deadline
RFP Issued	28 th September 2021
Deadline for submission of clarification questions to CARE	08 th October 2021
Submission of EOI with an offer	15th October 2021 Wednesday 05.30 PM
PowerPoint presentation by shortlisted companies face to face / online	To be confirmed at evaluation stage
Final Selection	22 nd October 2021

7. BUDGET

CARE Turkey will not provide advanced, nor deposited payments before a deliverable has been met, reviewed and approved by CARE Turkey.

All vendors are required to quote costs in **TRY** as the contract will be paid in **TRY**. Payments will be issued as stated in the final contract and CARE will not be responsible for any fluctuation in exchange rates.

All costs and fees must be clearly described in each financial proposal.

An expense which is not disclosed during the RFP process will become an expense provided to the client at no additional cost or could be reason for disqualification from the process.

8. PROPOSAL EVALUATION AND AWARD CRITERIA

CARE Turkey will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your bid should be complete and include all of the following criteria:

The evaluation process will have two separate concepts, first is the technical evaluation followed by the financial one, where the full mark is 100% divided into Financial and Technical



Administrative Evaluation:

The bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected,

Technical and Financial Evaluation:

Detailed in Annex B - ToR

BIDDER QUALIFICATIONS – ESSENTIAL CRITERIA

Bidders should provide the following items as part of their proposal for consideration:

If a bidder does not meet any of the Essential Criteria, they will be excluded from the Request for Proposal tender process. These criteria are scored as Pass or Fail and will not be evaluated against technical and financial criteria.

Bidders must fill out the attached “Annex – A Vendor Questionnaire Form and A.1 Essential Criteria Part

Provide three (3) active references whose environment, size, and scope are most similar to CARE Turkey. Include a summary of the work completed for each account. Include reference contact names, with telephone numbers and email addresses where they may be reached.

CARE will review proposed budgets and pricing after the initial review of the criteria above.

- **Overall Proposal Suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Organizational Experience:** Bidders will be evaluated on their experience as it pertains to the scope of this project
- **Previous Work:** Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references
- **Value and Cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- **Technical Expertise and Experience:** Bidders must provide descriptions and documentation of certification and experience

The detailed evaluation criteria may be viewed in the Annex-B Terms of References

9. DOCUMENT CHECKLIST FOR TENDERERS

The proposal has to be submitted by email with the following content:



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- **Annex - A Vendor Questionnaire Form & Essential Criteria** (duly completed, signed and stamped)
- **Annex – B - Terms of Reference with associated proposal for offered E-Voucher system and requested information or documents** (duly completed, signed and stamped)
- **Annex – C Financial Proposal Form** duly completed, signed and stamped. Note that only budgets in <American dollar-USD> will be accepted.
- **Annex-D Data Protection Protocol- Template AGREEMENT FOR PROCESSING OF PERSONAL DATA** signed and stamped
- **Copy of this document – CARE Turkey Request for Proposal – E-Voucher** duly signed and stamped
- Copy of Valid Commercial Registration Certificate
- Copy of Valid Business License for operations
- Copy of TAX Certificate
- Bank Account Details
- Copy of Latest Business Financial Statement for last 2 years
- A short letter stating interest in carrying out the assignment as described in the ToR
- Maximum 2-page organization profile highlighting related assignments completed with client name, contact person and mobile number
- Scan copy of contract documents in favor of the previous relevant experiences
- Time schedule of the project delivery

Please Note: Failure to provide all of the above and in the formats stipulated will result in disqualification of the Tenderer’s proposal

10. CARE TURKEY’S GENERAL CONDITIONS (RIGHTS)

The enclosed document is not an offer to contract, but a solicitation of a vendor’s proposed intent. Acceptance of a proposal in no way commits CARE Turkey to award a contract for any or all products and services to any vendor.

CARE Turkey reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To exclude any parties that solicit information from anywhere other than the procurement email address listed above after receipt of this RFP document.
- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid



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- To negotiate with one or more bidders in respect to any aspect of submitted proposal
- To award another type of contract other than that described herein, or to award no contract;
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

11. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE Turkey work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE Turkey, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

12. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE Turkey.

13. LIABILITY

The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

14. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.



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15. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.