



CONFIDENTIAL DOCUMENT –REQUEST FOR PROPOSAL

REFERENCE NO: TURXB-2022-2278

**Qualitative Data Collection for the Research Gender-Responsive and Transformative
Resiliency**

CARE International in Turkey

Emek mahallesi Ibrahimli Yolu caddesi,

No: 13/B, Sehitkamil/Gaziantep

RFP ISSUE DATE: 05 JULY 2022

RFP RESPONSE DATE: 20 JULY 2022

CONFIDENTIAL DOCUMENT

*PREPARED BY
CARE TURKEY®*



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CONFIDENTIAL REQUEST FOR PROPOSAL– TURxb-2022-2278 Qualitative Data Collection for the Research Gender-Responsive and Transformative Resiliency

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.*

The RFP closing date and time is:

20th July 2022 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 **July 19 , 2022**.

A: Electronic Submission:

Applications must be sent to tur.xbprocurement@care.org

- *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.***

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 Northwest Syria (Al-Bab, Idleb city, Sarmada, Jarablus, Maaret Tamsrin, Darkosh, Ariha, Bennsh) 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

CARE Turkey is looking for an experienced third party company to leverage CVA programming in order to build gender responsive/transformational resilience programming for women in the context of the protracted crisis in Northwest Syria (NWS).

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 open a tender process for the provision of Qualitative Data Collection for the Research Gender-Responsive and Transformative Resiliency.

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	CARE International in Turkey
Implementation Area	Northwest Syria (Al-Bab, Idleb city, Sarmada, Jarablus, Maaret Tamsrin, Darkosh, Ariha, Binnsh)
Description of Service	The Country Office of Turkey has a requirement for Qualitative Data Collection for the Research Gender-Responsive and Transformative Resiliency.
Duration of Tender	05 July to 20 July 2022
Validity of Offers	3 (three) months



Agreement Type	CARE Turkey issue subsequent purchase order and Service Agreement outlining specific requested service
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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 **20th July 2022, 5.30 PM.**

Evaluation of proposals will be conducted from **21th July, 2022** If additional information or discussions are needed with any bidders during this window, proposer(s) will be notified.

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 **July 19, 2022.**

Activities	Deadline
RFP Issued	05 th July 2022
Deadline for submission of clarification questions to CARE	19 th July 2022
Submission of bids	20th July 2022 Friday 05.30 PM
PowerPoint presentation by shortlisted companies face to face / online	To be confirmed at evaluation stage

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 **USD** as the contract will be paid in **USD**. 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:

- Advanced degree or equivalent experience in international development, community development, social science or a related field;
- Demonstrable experience and contemporary understanding of international development and operating context challenges, including at least three years of experience working within CVA and gender;
- Extensive data collection experience in qualitative tools;
- Extensive knowledge of current literature/ practice around CVA and gender;
- Data collection team with significant relevant technical experience (both operational & research based) regarding the context northwest Syria.
- Attention given to gender balance of the data collection teams and gender considerations and the specific needs of diverse women, men, girls, and boys – including persons with disabilities, older persons, youth, and LGBTI persons
- Arabic fluency in the team and proven experience in collecting data in Arabic;
- Access to project implementation areas and ability to gain permissions;
- Demonstrated experience working in a team environment with strong skills in the area of research and proven access to research locations;
- Understanding of CARE’s vision, mission and values, and commitment to uphold the CARE Code of Conduct and Child Protection Code of Conduct throughout the consultancy.

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.



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 FORTENDERERS

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

- **Annex – B - Terms of Reference with associated proposal** (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.
- **Copy of this document – CARE Turkey Request for Proposal –TURXB-2022- 2278** duly signed and stamped
- **Technical proposal** including proposed data collection process and approach including short biography of personnel on the proposed research team. Please include the following points in your proposal: Short biography/CV of personnel on the proposed research/ data collection team including team structure (number, structure, gender, availability, accessibility, language skills, experience in participatory data collection tools, experience in project sites), data collection techniques proposed (whether face-to-face, phone or online and how the decision will be made), how the research participants will be reached out, documentation method for each data collection method (notetaking or voice recording?) and how the decision will be made, experience in providing trainings to the enumerators and the topics, piloting and debriefing phases, quality assurance of the data collected, translation into English and Arabic and assuring quality of translations, ensuring confidentiality and informed consent, COVID-19 measures, data security and protection



- **Detailed cost proposal**, with costs broken down to reflect the timing and cost of each activity
- List of previous data collection experience from previous assignments – specifying the tools used for each assignment
- 3 References from previous assignments.
- Optional: Any relevant materials may be attached as annexes

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
- 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.

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.