



Request for Quotation (RFQ)

Sustainability and Exit Strategies

Request for Quotation (RFQ) Number	RFQ-21-2-21
Issuance Date	28 June 2022
Closing Date	18 July 2022
Closing Date - Timestamp	5:00 PM TRT (UTC+3)
Method of RFQ Submission	Submit via email to: turkey.tenders@buildingmarkets.org
Subject Line	Price quote for RFQ-21-2-21
Submission Format	Email
Preferred currency of quotation	United States Dollars (USD)
Tax on Price Quotation	Must be inclusive of VAT and other applicable indirect taxes
Conditions for Release of Payment	All services delivered as per contract scope of work & deliverables
Period of Validity of Quotes starting on the Submission Date	60 Days
Evaluation Criteria	<p>Financial Proposal (30%) Technical Proposal (70%)</p> <ul style="list-style-type: none">• Expertise - Relevance and experience in developing successful sustainability and exit strategies (15%)• Expertise in conducting market research; demonstrated previous experience that can be considered relevant to Building Markets' scope of work (20%)• Understanding of refugee livelihoods and economic development programming (15%)• Clarity of proposal (10%)• References (10%)
Deadline for submitting questions	18 July 2022

Who We Are

Building Markets is an award-winning non-profit organization that creates jobs and encourages economic growth by finding, building and connecting competitive local small and medium-sized enterprises (SMEs) to supply chains, investment, and growth opportunities. We have built a network of more than 25,000 verified SMEs and organizations, assisted them in winning over \$1.3 billion in contracts, and helped create over 70,000 jobs in some of the world's most challenging environments. Building Markets is headquartered in New York City. For more information visit www.buildingmarkets.org.

Background

Building Markets is seeking an External Consultancy for “Program Sustainability, Exit, and Long-Term Impact Strategies”.

1. Scope of Work : External Consultancy - Program Sustainability, Exit, and Long-Term Impact Strategies

Building Markets is seeking an external consultancy to provide an analysis of program exit, sustainability of results, and long-term impact strategies for its “Sustainable Marketplace” Program in Turkey, focused on refugee and host communities.

Long-term impact and support to the livelihoods and economic development prospects of refugee and host communities in Turkey is vitally important from the perspective of maintaining and increasing the economic contributions of refugees to the Turkish economy, improving social cohesion, and potential future reconstruction and economic development in the home country.

The objective of the consultancy is to equip Building Markets with a plan to implement sustainability and exit strategies at the start of the next phase of its programming (anticipated in September 2022). The consultancy will be requested to put forward a methodology based on best and leading practices.

The consultancy should examine the existing exit and sustainability plan to provide recommendations for improvement, determine the exit and sustainability plan and documentation for each service, and provide recommendations on how to engage local stakeholders in the exit and sustainability effort.

2. Key Deliverables:

- Detailed methodology brief, developed in consultation with Building Markets and designated stakeholders, and approved by Building Markets and its designees (e.g., donor, partners, experts, etc.)
- Use various participatory assessment tools and strategies (e.g., focus groups, interviews, literature review, program documentation review, etc.)
- Detailed and actionable exit and sustainability strategy, linked to the program services, process, and impact metrics, including metrics to track the progress of proposed strategy
- Debriefing/presentation to Building Markets and its designees (e.g., donor, partners, experts, etc.)

3. Required Qualifications

- Previous experience developing sustainability and exit strategies, with at least three specific examples to cite

- Comprehensive experience with conducting project evaluations specifically focusing on recommendations and analysis
- Background in international development, with a minimum of five years of working on projects focused on livelihoods and economic development and field-based monitoring and evaluation
- Prior experience of working in Turkey with refugee populations, or similar context.
- Written and spoken proficiency in English.

4. Submission Instructions

To respond to this RFQ, prospective suppliers are required to submit the following documents:

Email submission	Email your technical and financial proposal to turkey.tenders@buildingmarkets.org with the subject line RFQ-21-2-21 by 07/18/2022 5:00pm Turkey time.
Submission Checklist	<p>Submissions to include:</p> <ol style="list-style-type: none"> 1. Financial Proposal: <ol style="list-style-type: none"> a. Price offer to include all relevant taxes, including VAT, b. Financial Offer including a cost breakdown, c. The consultant(s) shall suggest the global price in Turkish Lira (per position if an evaluation team applies) and the number of days predicted for the work, d. The global price must include all administrative costs (such as but not limited to backstopping costs, insurance, reports, communication costs, rent for Contractor’s facilities), as well as a breakdown of travel, allowances, and accommodation expenses, if relevant, e. Prices must be in gross amount (free of all duties, taxes, and other charges, including VAT). The amount of VAT must be shown separately. 2. Cover letter 3. A technical proposal covering all aspects and tasks required in the TOR. The technical offer must include: <ol style="list-style-type: none"> a. Ability to deliver on the scope of work, b. Approach, methods, and design, including tentative work plan and division of responsibility (if a team of consultants is applying) suggested by the applicant (3 pages max), c. Previous reports by the applicant as noted under qualifications, d. Detailed work breakdown structure & timeline, including the level of effort and availability required from Building Markets team members, e. Profile of key personnel, including resumes and short bios, 4. Three (3) professional references directly related to the scope of work.

Goods & Services required

Item Number	Item Description	Detailed Specs	Quantity	Desired Delivery Date / or Supplier 'Turnaround' Time
I	Report	As detailed in Section 2 Key Deliverables	I	19 August 2022

Selection Criteria

Selection Criteria	Weighting	Available Points
Financial or Cost Proposal	30%	30 pts
Technical Proposal	70%	70pts
<ul style="list-style-type: none"> Expertise - Relevance and experience in developing successful sustainability and exit strategies 	15%	15 pts
<ul style="list-style-type: none"> Expertise in conducting market research; demonstrated previous experience that can be considered relevant to Building Markets' scope of work 	20%	20 pts
<ul style="list-style-type: none"> Understanding of refugee livelihoods and economic development programming 	15%	15 pts
<ul style="list-style-type: none"> Clarity of proposal 	10%	10 pts
<ul style="list-style-type: none"> References 	10%	10 pts

Final deliverable must be completed no later **19 August 2022**.

Only bids exceeding a Technical Proposal score of (35 out of 70) will be considered for financial evaluation.

Terms and Conditions

General Terms and Conditions

Building Markets will review all quotes and score them based on the above criteria. Preferred and backup suppliers will be selected, after which a contract will be signed between the parties.

A Service Agreement will be awarded as a result of this RFQ.

Under a Service Agreement, the Supplier agrees to a specific cost for a set good or service at the negotiated price. The FWA will thus not be adjusted on the basis of the supplier's actual costs incurred in performing the contract, which means that the supplier assumes all cost risk of contract performance. Building Markets will issue Purchase Orders indicating the number and extent of the good or service requested from the agreed Service Agreement prices. Building Markets reserves the right not to issue any Purchase Orders despite entering into the Service Agreement.

Building Markets is not bound to accept any quotation, nor award a contract/ Purchase Order, nor be responsible for any costs associated with the preparation and submission of a quotation, regardless of the conduct or outcomes of the selection process.

Building Markets reserves the right to accept or reject any Proposal, to render any or all Proposals as nonresponsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected supplier, or any obligation to inform the affected supplier(s) of the grounds for Building Markets' action. Building Markets shall neither be obliged to award the contract to the lowest price offer.

While Building Markets prefers to work with a single supplier, the organization reserves the right to divide the work under this RFQ across multiple service providers. Prospective suppliers are encouraged to highlight areas of relative expertise when submitting their offers.

Conflict of Interest

Building Markets takes special care to comply with transparency, accountability and generally applied work ethics within all domestic and donor regulations, and international laws applicable to the countries where it operates.

Any attempts or suspicion of misconduct to influence the integrity of the procurement process, whether by Building Markets personnel or outside suppliers, will fully be investigated. By submitting your price quotation, you accept to immediately declare any potential conflict of interest, even if cursory or unintentional, upon becoming aware of such for immediate internal review by the organization. Failure to declare such conflicts of interest, even if accidental, may result in litigation.

Non-disclosure Agreement and International Compliance

By submitting your price quotation, you agree that in the event of being selected to undertake this project, any team members involved in the development of said project are willing to sign a non-disclosure agreement to maintain confidentiality of data involved.

You also agree to sign anti-terrorism and anti-fraud declaration forms, and have your name searched against an international database conducting terrorism background checks. There is no additional burden to you as a supplier; only consent is required.

Compliance with personal data protection laws

Building Markets is committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. If you have any questions related to our personal data protection compliance, please contact our Data Protection Officer (aydin@buildingmarkets.org) or make a Data Subject Access Request, which can be accessed from our website (www.buildingmarkets.org)

For the purposes of this RFQ, the prospective supplier represents and warrants that it or any of its potential subcontractors are in full compliance with the Law on the Protection of Personal Data numbered 6698 (hereafter referred to as the "KVKK") and any relevant applicable data protection legislation (hereafter referred to as the "Data Protection Regulations").