



Request for Quotation (RFQ)

Public Engagement and Evidence-Based Advocacy

Request for Quotation (RFQ) Number	RFQ - 21-2-22
Issuance Date	28 June 2022
Closing Date	18 July 2022
Closing Date - Timestamp	5:00 PM TRT (UTC+3)
Method of RFP Submission	Submit via email to: turkey.tenders@buildingmarkets.org
Subject Line	Price quote for RFQ- 21-2-22
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	Financial or Cost Proposal (30%) Technical Proposal (70%) <ul style="list-style-type: none">• Expertise: Previous experience in government/public sector relations in Turkey(15%)• Expertise: Previous experience in advocacy or awareness-raising activities in a scope 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 “Public Engagement and Evidence-Based Advocacy: Economic Contributions of Refugees through MSMEs in Turkey (2018-2022)”.

Scope of Work: Public Engagement and Evidence-Based Advocacy: Economic Contributions of Refugees through MSMEs in Turkey (2018-2022)

Building Markets is seeking an external consultancy to increase public engagement in its “Sustainable Marketplace” Program in Turkey, focused on refugee and host communities.

The objectives of the engagement include promoting Building Markets’ market research (2018-2022), increasing public sector visibility for the organization and its donor, and strengthening advocacy efforts with the Government of Turkey and relevant municipalities.

The consultant(s) will support Building Markets to present evidence-based findings of the economic contributions of refugees through MSMEs in Turkey, through the following:

1) Engage relevant Government of Turkey Ministries, Departments, and Offices to present livelihoods and economic development findings prepared by Building Markets, and advocate for recognition of refugee contributions to Turkey’s Plans and Priorities.¹

Meeting(s) to be co-held with BM representatives.

2) Engage with relevant offices at selected municipalities (Istanbul (Fatih and Esenyurt), Şanlıurfa, Gaziantep, Adana, Mersin, Hatay, Ankara, Izmir) to present livelihoods and economic development findings prepared by Building Markets and advocate for recognition of refugee contributions to Turkey’s Plans and Priorities and municipality-level activities.

In addition, to engage municipal authorities to identify additional MSMEs, vulnerable individuals working in MSMEs and host community MSMEs, and their employees to participate in BM services.

Meeting(s) to be co-held with BM representatives.

¹E.g., Presidency of the Republic of Turkey. 2019. “Eleventh Development Plan.” p. 111-113; 162-163. Available [here](#).

3) Organize, in collaboration with Building Markets, a conference with public sector representatives, livelihoods actors, Turkish public interest organizations, CSOs, business associations, corporations, UN agencies, NGOs, donors and other relevant groups to present evidence-based works about the economic contributions of refugees in Turkey. Integrate Collaborating, Learning, and Adapting (CLA) best practices in the conference development.²

Monitoring, evaluation and assessment plan and indicators:

Lists of the recipients of Building Markets’ market research products as part of the livelihoods findings distribution plan. The lists shall include contact details, disaggregated by entity type, province and others. (list template to be provided by Building Markets)

Lists of and meeting minutes report for the engagement meetings held. The lists shall include contact details, disaggregated by entity type, province and others. (list template to be provided by Building Markets)

The consultant(s) will work closely with Building Markets to design pre and post evaluation forms for the conference activity. The forms shall include standard satisfaction evaluation questions and topic-specific questions, that will be used to assess the attendee’s understanding of the topic before and after the activity.

Required Qualifications

Previous experience in government/public sector relations in Turkey

Previous experience organizing similar engagements

Strong understanding of the Turkish operating environment and key actors in economic analysis, public policy, refugee entrepreneurship, SME development, social cohesion and livelihoods ecosystems, as it relates to the work of national and international NGOs and the public and private sectors;

Demonstrated experience managing and hosting events;

Fluency in English and Turkish including excellent written, verbal communication, and presentation skills in both languages;

Goods & Services required - RFQs Only

Item Number	Item Description	Detailed Specs	Quantity	Desired Delivery Date / or Supplier ‘Turnaround’ Time
I	Report	As detailed in Section Scope of work	I	31 August 2022

² USAID Learning Lab. 2022. “CLA Toolkit.” Available [here](#).

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 : Previous experience in government/public sector relations in Turkey 	15%	15 pts
<ul style="list-style-type: none"> Expertise: Previous experience in advocacy or awareness-raising activities in a scope 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 than **31 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").

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-PRM-21-2-22 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. Total financial proposal budget should not exceed US \$25,000. 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.