

CONFIDENTIAL DOCUMENT

INVITATION TO BID
FOR
**THIRD PARTY MONITORING AND EVALUATION
FOR ECHO & G-MOFA**

Ref No: *ITB-TURxb-2023-2900 - ECHO_NWS_TPM_EVA \ 2927 - G-MOFA_NWS_TPM_EVA*

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

ITB ISSUE DATE: 31 OCTOBER 2023

ITB RESPONSE DATE: 14 NOVEMBER 2023

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*PREPARED BY
CARE TURKEY®*

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1. SUMMARY AND BACKGROUND

CARE International in Türkiye (CARE) is providing assistance to refugees living inside Türkiye and cross-border humanitarian assistance to people affected by the Syrian crisis. For the implementation of its cross-border programs, CARE works through direct implementation and with Syrian partner organizations. This combination of implementation modalities allows CARE both to access hard-to-reach and relatively underserved areas and to contribute to the capacity development of (future) Syrian civil society actors. CARE's response in North-west Syria (Idlib and Aleppo governorates) is mainly focused on Emergency Response, Livelihoods and Economic Recovery, Protection and Sexual Reproductive Health, WASH, and Shelter. CARE ensures gender-responsive approaches are being streamlined into all programs across all sectors. CARE develops tailored Monitoring, Evaluation, Accountability, and Learning (MEAL) plans for all its programs and with each of its implementing partners. Through these plans, CARE and its partners agree on the appropriate tools, mechanisms, and approaches to ensure progress is tracked, challenges are identified in a timely manner, and accountability, both to donors and to affected communities, is ensured. An important component of these MEAL plans is the practice of contracting third-party monitoring (TPM) services and conducting a final evaluation, through which real-time monitoring and verification can be conducted, strengthening CARE's quality controls of the implemented programs. For more information, please visit our website <https://www.care-international.org/where-we-work/turkey>

CARE International seeks interested qualified contractors to take part in conducting **THIRD PARTY MONITORING AND EVALUATION FOR ECHO & G-MOFA**.

All interested companies who have the technical capacity to do similar work can apply.

2. PROPOSAL GUIDELINES

This Invitation to Bid represents the requirements for an open and competitive process.

Submission of Bids

Responses will only be accepted in the requested formats. Bids should be submitted electronically.

The ITB closing date and time is **14 November 2023** at 5:30 PM (Local time),

Electronic Submission:

An email containing a copy of the bid:

- ✓ Email must be sent to: Tur.xbtender@care.org
- ✓ Please note – this email box is a sealed tender box so DO NOT SEND QUESTIONS related to this tender to this email address.
- ✓ The subject of the email should be "ITB-TURXB-2023-2825 – Bidding Company Name – Date."

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- ✓ All documents should be clearly named so it is clear 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 e-mails. Please number your e-mails accordingly, i.e. as 1/3, 2/3 and 3/3 if it is 3 parts

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

All documents and bids 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 Form 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 ITB. 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 ITB. Only such corrections or addenda as are issued in writing by CARE Turkey to all ITB participants shall be official. CARE will not be responsible for verbal instructions.

IMPORTANT INFORMATION REGARDING THIS ITB:

- *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 the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include the names and descriptions of the organizations being contracted.*

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- *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.*

3. PROJECT SCOPE

CARE is issuing this ITB (Invitation to Bid) soliciting qualified bidders for conducting THIRD PARTY MONITORING AND EVALUATION FOR:

1-ECHO grant:

Under the ECHO grant, CARE will provide a coordinated, life-saving, multi-sector response to assessed emergency needs, livelihoods, and protection concerns of 337.651 the most vulnerable, crisis-affected women, men, girls, and boys in Northern Syria.

CARE will respond to the needs of 241.265 IDPs and host community people in Aleppo and Idlib governorates. Specifically, CARE will collaborate with three implementing partners to ensure that 129.670 IDPs and host community members have adequate access to water and sanitation services, and hygiene practices, and that 11.595 women, girls, men, and boys can access quality, appropriate, and timely GBV prevention and response and risk mitigation services. 2.000 vulnerable affected populations in NWS will have access to increased livelihood opportunities, 57.000 individuals will be supported with MPCA in response to the impact of the earthquakes that struck Southern Türkiye and NWS in February 2023, while 41.000 beneficiaries have adequate access to cash to address their winterization needs.

For Terms and references please see **Annex B1**.

2-G-Mofa grant:

Under the G-Mofa grant, CARE will provide a coordinated, life-saving, To address emergency and urgent needs of vulnerable populations in Northwest Syria, through coordinated multi-sector rapid response, winterization, food security, WASH, health and protection support in Idlib and Aleppo governorates.

The Project goal is to further alleviate human suffering, reduce negative coping strategies, improve protection and health outcomes, and enhance resilience among conflict-affected households (HHs) across NWS building on the current SYR 07/21 action funded by German Ministry of Foreign Affairs (MoFA). Interventions were selected based on beneficiaries' feedback, market analysis by CARE and its partners, and CARE's previous experience in utilizing the most appropriate modality. CARE will implement this action both in partnership with 2 local NGOs " Partners" , and directly through its Area Office in NWS, and engage the community at each step of implementation and provide strong complaint mechanisms.

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Through this action, CARE aims to intervene and provide much-needed support and services in NWS through health, protection, winterization support, food security, WASH, shelter and settlements and livelihoods and economic recovery sectors, targeting both internally displaced persons (IDPs) and host communities, with a special focus on women and girls, women-headed households and people with disabilities (PWDs).

For Terms and references please see **Annex B2**.

The purpose of this engagement is to ensure effective and unbiased monitoring and evaluation of project activities, outcomes, and impacts, thus enhancing transparency, accountability, and the overall quality of the project implementation.

This ITB is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.

4. INVITATION TO BID AND PROJECT TIMELINE

Invitation to Bid Timeline:

All bids in response to this ITB are due no later than **5:30 PM, 14 November 2023**.

Evaluation of bids will get started **immediately after the bid closing dateline**. The selection committee has the authority to request missing documents, but this doesn't include any budget or technical revision of the response.

Any technical questions arising during the preparation of your response to this ITB should be submitted in writing via email to (TUR.xbprocurement@care.org) no later than **10 November 2023**.

ITB Issued	31 October 2023
Deadline for submission of clarification questions to CARE	10 November 2023, 5:30 PM
Deadline for submitting bids	14 November 2023, 5:30 PM

Project Timeline:

Project initiation phase must begin by **immediately after signing of the Purchase Order**.

5. BUDGET

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

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All vendors are required to quote costs in **USD**, but the contract will be paid in **USD according to the following conditions:**

- Payments for Turkey-based vendors (registration in Turkey) will be paid in USD. A Bank account should be provided.
- Payments to Syria-based vendors will only be paid based on contractual payment currency through PTT. The contractual payment currency is in USD; CARE will still process payment in USD, but depending on cash, USD liquidity in PTT vendor may receive the payment in USD or may receive it in TRY after PTT converts the amount to TRY with the exchange rate from the PTT system.
- CARE will not be responsible for any fluctuation in exchange rates.

NOTE: All costs and fees must be clearly described in each bid.

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

6. BID EVALUATION AND AWARD CRITERIA

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

BIDDER QUALIFICATIONS – ESSENTIAL CRITERIA

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

Technical Proposal

Field coordination and Field teams are essential to be Arabic speakers.

Confirming company access to the northwest of Syria (Idleb and Aleppo) and ability to obtain permissions for data collection.

In case the applying vendor doesn't meet this criterion, then it will be excluded right away.

Bidders must fill out the attached "Annex C -Financial Bid Form".

If a bid does not meet the technical criteria, it will not be further evaluated against financial criteria.

Failure to provide above mentioned documents will result in the disqualification of the bidders.

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EVALUATION CRITERIA

- The evaluation criteria (Trade-off Methodology): 30 % Financial, 70% Technical

Technical evaluation:

According to list below:

Criteria	Sub-Criteria	Mark
Timeframe	Deliverables and Work plan reflected on Gantt and narrative (Evaluation)	5
	Deliverables and Work plan reflected on Gantt and narrative (TPM)	5
Proposed approach and methodology	Overall methodology (Creativity, Reliability, Validity) (Evaluation)	6
	Proposed methodologies in line with the TOR - clear definition in the methodologies (TPM and Evaluation)	6
	Gender Mainstreaming , PSHEA and Child Safeguarding (TPM and Evaluation)	5
Team and Access	Team structure and set up is coherent and makes sense , Team roles are clearly explained (TPM and Evaluation)	5
	Team track record in similiter assignments Technical Expertise relevant to project sectors (TPM and Evaluation)	6
	Arabic Speaker team at Management Level (TPM and Evaluation)	5
	Structure of field staff per geographic access.	5
Company Profile	Quality and relevance of provided TPM reports as samples of experience and reference letters	6
	Quality and relevance of provided Evaluation reports as samples of experience and reference letters	6
	Experience with INGOs similar to CARE	5
	Experience in working with NWS context.	5

Financial evaluation:

will be determine according to the formula below:

(The lowest financial price / offer price) * (Total financial score)

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7. DOCUMENT CHECKLIST FOR BIDDERS

The proposal shall include, as a minimum:

- **Annex A - Vendor Questionnaire Form & Essential Criteria** duly completed, signed and stamped. *(Please ignore if you have worked with CARE TURKEY past year.)*
- **Annex B1 – All Documents, Annex B2 – All Documents** - duly completed, signed and stamped.
- **Annex C - Financial Bid Form** duly completed, signed and stamped. Note that only budgets in <American dollar USD> will be accepted.
- **Annex D – LPPD for Turkish Companies**
- **Technical Proposal**
- ITB, duly completed, signed and stamped(PDF) and
- Copy of Valid Commercial Registration Certificate in Turkey/Syria
- Copy of Valid Business License for operations in Turkey/Syria
- Copy of TAX Certificate (For Syrian companies the company registration document is applicable).
- Copy of Latest Business Financial Statement (For Syrian companies the company's previous signed contracts are applicable)
- PTT/ Bank Account Information.
- Copies of the company owner/s ID/

Please Note: Failure to provide all of the above and in the formats stipulated might result in disqualification of the Tenderer's proposal.

8. 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:

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- To exclude any parties that solicit information from anyone other than the procurement officer listed above after receipt of this ITB document.
- To determine whether the information provided does or does not substantially comply with the requirements of the ITB
- 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 enter into a contract or agreement for purchase with parties not responding to this ITB
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal.
- 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 ITB or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

9. 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 ITB 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 ITB is confidential and is not to be disclosed or used for any other purpose by the vendor.

10. 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.

11. 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.

12.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.

13.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.