# wVersion 1.0 /110621

**INVITATION TO TENDER**

**TÜRKİYE**

**14 November 2024**

**ITT-TUR-2024-023**

**Consultancy Services for**

**“CARES: Climate Awareness and Resilience for Emergencies and Sustainability” Project**

**BID SUBMISSION DEADLINE: 17:00 on 05 December 2024**

**QUESTIONS / CLARIFICATIONS:** [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org)

**BID SUBMISSION:** [tender.turkey@savethechildren.org](file:///C:/Users/C.Yildirim/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/0370I3WY/tender.turkey@savethechildren.org)

[**PART**](#_PART_1_–) **1: INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2: CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3: BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Consultancy Services for “CARES: Climate Awareness and Resilience for Emergencies and Sustainability” Project* |
| **Outcome of Tender** | ***Framework Agreement*** *(Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.* |
| **Duration of Award** | *12 months from the date of signing the agreement* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidders’ ability, skill, and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | **14/11/2024** |
| Deadline for questions from Bidders | **02/12/2024** |
| Deadline for Bid Submission | **05/12/2024** |
| Bid Clarifications | **12/12/2024** |
| Award Contact | **20/12/2024** |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email**

Email should be addressed to Procurement Department at [tender.turkey@savethechildren.org](mailto:tender.turkey@savethechildren.org)

**Electronic Submission via Email**

* Email should be addressed to Procurement Department at [tender.turkey@savethechildren.org](mailto:tender.turkey@savethechildren.org)
* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, **do not send tender related questions to this email address** as they will not be answered.
* The subject of the email should be “be “ITT-TUR-2024-023/Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be **clearly labelled** so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

**Paper Submission**

* Paper submissions will not be accepted for this tender.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **17:00 (GMT+3) 05 December 2024**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Procurement Committee | [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org) |

Please be advised local working hours are 09.00AM to 17:00PM Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**
2. **Location of the Services**

The requested services will be provided in Istanbul, within selected project pilot schools and locations (venues selected for different events, hotels, etc.) at Save the Children Istanbul Office, as well as online.

1. **SPECIFICATIONS**

The consultancy team is expected to undertake the following activities under the “CARES: Climate Awareness and Resilience for Emergencies and Sustainability” Project. The project aims to develop, pilot and disseminate an 8-session education program for young refugee and host community children aged 4-8 on climate awareness and resilience, and emergency preparedness. The consultancy team will develop modules on climate resilience and emergency preparedness, will pilot the modules with around 50 refugee and host community children in Istanbul, refine based on feedback gathered through monitoring and evaluation activities during the pilot implementation phase, and disseminate the modules through different events, including a Training of Trainers (ToT) program. The consultancy team will also develop an activity guidebook for families/caregivers, outlining various activities that families can do with their children at home on climate awareness, resilience and emergency preparedness. The consultancy team will also design and implement recreational events for 500 refugee and host community children to raise awareness about climate change and disaster risk reduction, including a variety of engaging activities such as watching interactive plays, playing games, and gaining hands-on experiences to promote learning in a fun and memorable way. Advocacy activities for families/caregivers and educators, including a webinar and a social media campaign, will be conducted by the consultancy team to increase awareness within the wider community. In the list below, bidders can find the descriptions for each task expected from the consultancy team, along with the estimated dates of completion.

|  |  |  |
| --- | --- | --- |
| Task | Task Description | Timeline |
| *Development of modules for children aged 4-5 and aged 6-8 on climate awareness, resilience, and emergency preparedness (16 modules in total; 8 modules for 4-5 age group and 8 modules for 6-8 age group)* | The consultancy team will develop 16 modules (8 modules for 4-5 age group and 8 modules for 6-8 age group) to educate young refugee and host community children aged 4-5 on climate awareness, resilience, and emergency preparedness in Türkiye. The curriculum will be crafted to be age-appropriate and engaging, with modules covering key topics such as understanding local climate risks (such as earthquakes, floods, and wildfires), basic environmental stewardship practices, and practical skills for preparing for and responding to emergencies. The aim is to provide foundational knowledge and skills that empower children to effectively understand and react to environmental challenges, fostering a sense of awareness and proactive behaviour in their daily lives. Each module will include interactive elements such as storytelling, hands-on activities, and games to enhance engagement and learning. To meet the developmental needs of different age groups, separate modules will be developed for 4–5-year-olds and 6–8-year-olds. | December 2024-February 2025 |
| *Development of activity guidebooks for families/caregivers, outlining activities on climate resilience and emergency preparedness that they can do at home together with their children, applicable to both host and refugee communities* | The consultancy team will develop a guidebook for families/caregivers, outlining activities that they can do with their children at home on climate awareness, resilience, and emergency preparedness, such as assembling an emergency kit, learning how to prevent and respond to home accidents, engaging in arts and crafts, and more. These guidebooks aim to strengthen family relationships and increase awareness among parents and caregivers in addition to among children. Printing and distribution of family activity guidebooks will be handled by Save the Children. Please do not include printing and distribution costs in your financial offer. | December 2024-February 2025 |
| *Developing the program and facilitating a 2-day workshop with NGOs, educators and teachers to receive feedback on the drafted modules and guidebooks to refine them before pilot implementation* | A 2-day workshop with 20 NGO representatives, educators, and teachers will be organized to gather feedback on the drafted modules and family guidebooks to refine the content for pilot implementation. The consultancy team will develop the program and facilitate the workshop. Organizational/logistical arrangements and costs such as venue, lunch and coffee breaks will be covered separately by Save the Children. Please do not include organizational/logistical costs (venue rental, lunch and coffee breaks) of the meeting in your financial offer. | February 2025 |
| *Submission of the revised modules and family guidebooks to Save the Children for pilot implementation* | The consultancy team will finalize module and family guidebook content based on the feedback gathered during the NGO workshop to be used for the pilot implementation. | February 2025 |
| *Pilot implementation of modules with refugee and host community children aged 4-5 and aged 6-8 on climate awareness, resilience, and emergency preparedness* | The consultancy team will do the pilot implementation of the developed modules on climate awareness, resilience, and emergency preparedness by delivering all modules to 50 refugee and host community children in Istanbul aged 4-8 to evaluate the curriculum's effectiveness, ensuring that the content is engaging, age-appropriate, and relevant to the children's experiences. The pilot implementation will consist of 16 sessions (8 sessions for children aged 4-5 and 8 sessions for children aged 6-8). The consultancy team will deliver the curriculum using interactive methods such as storytelling, hands-on activities, drama, arts, and games to enhance learning and participation. The pilot will create opportunities for refugee and host communities to engage with common goals. This approach aims to promote social cohesion as children, through their participation, will develop a shared understanding of environmental challenges and emergency preparedness. This phase aims to refine the modules to better meet the needs of both refugee and host community children by fostering an inclusive learning environment that promotes climate awareness and preparedness from an early age. | March 2025-July 2025 |
| *Collecting and analysing data on the effectiveness of the modules* | Consultancy team will collect and analyse data during pilot implementation to assess how well children understand and retain the material, allowing for revisions based on direct feedback from participants. | March 2025-August 2025 |
| *Designing and delivering activities for “Climate and Emergency Resilience Days”* | A half-day event will be organized to reach a larger group of 500 children from both refugee and host communities in Istanbul. This event (or a set of events until the 500 children target is reached) will feature a variety of engaging, age-appropriate activities, including interactive games, storytelling sessions, and short plays that focus on climate awareness and emergency preparedness. The consultancy team will design and deliver fun and educational activities during this event, providing children with practical knowledge on topics such as disaster risk reduction and environmental stewardship in an engaging and memorable way. By incorporating a mix of hands-on activities and entertaining performances, the event aims to foster a sense of community, of diversity and shared responsibility among the children while equipping them with basic skills to understand and respond to environmental challenges. Organizational/logistical arrangements and costs such as venue and snacks will be covered separately by Save the Children. Please do not include organizational/logistical costs (venue rental and food) of the meeting in your financial offer. | May-October 2025 |
| *Finalizing the modules and family activity guidebooks based on feedback and data collected during monitoring and evaluation activities throughout the pilot implementation* | Consultancy team will finalize the modules and family activity guidebooks based on feedback and data collected during monitoring and evaluation activities throughout the pilot implementation. | August 2025 |
| *Developing and delivering a ToT (training of trainers) program (including the development of a facilitator guidebook) for NGO staff, teachers and educators* | The modules on climate awareness, resilience, and emergency preparedness finalized based on feedback from monitoring and evaluation activities during the pilot implementation will be disseminated through a training of trainers (ToT). The ToT program will be delivered to 50 participants, including NGO staff, with expertise in ECE, refugee education, climate awareness, and/or emergency preparedness, as well as teachers and educators from schools and communities in districts of Istanbul that have a high number of refugees and limited resources. It will equip the participants with the necessary skills and knowledge to effectively deliver the curriculum to refugee and host community children aged 4-8. The consultancy team should also develop a facilitator guide for future facilitators to implement the training Organizational/logistical arrangements and costs such as venue, lunch and coffee breaks will be covered separately by Save the Children. Please do not include organizational/logistical costs (venue rental, lunch and coffee breaks) of the meeting in your financial offer. | September 2025 |
| *Conduct an online meeting to share findings from the pilot implementation phase and introducing the developed modules and resources* | The consultancy team will conduct an online meeting to share findings from the pilot implementation phase and introduce the developed modules and resources, showcasing the benefits of equipping young children with the skills to handle environmental challenges. The target audience of the online meeting includes NGOs with expertise in fields provided above, as well as teachers and educators interested in these topics. | September 2025 |
| *Delivering a webinar targeted at families and educators on the future of education in an era of multiple crises* | To complement other project activities, the project will include an advocacy component to promote the importance of raising awareness about climate resilience and emergency preparedness for girls and boys including children with disabilities from an early age within the wider community. The consultancy team will deliver a webinar targeted at families and educators on “The Future of Education in An Era of Multiple Crises” to explore strategies for adapting educational practices to address climate change and emergency preparedness, share insights on building resilience among students, and discuss effective approaches for integrating these critical topics into the curriculum. | September 2025 |
| *Providing content (consisting of key messages) for an advocacy campaign on social media, featuring posts that highlight key messages about climate awareness and emergency preparedness.* | The consultancy team will provide key message content for 10 social media posts to share on Save the Children’s social media accounts, aiming to reach a broader audience and encourage widespread community engagement. The consultancy team will only provide content for the social media posts. Please do not include design-related costs in your financial offer. | January-November 2025 |

Please note that all activities will take place in Istanbul or online. The consultancy team must either be based in Istanbul or be able to travel to Istanbul without any restrictions. Travel costs for consultancy team members coming from other cities will not be covered separately by Save the Children and should be included in the financial offer submitted by bidders.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the MINIMUM requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with: SCI’s Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license * Bidders must provide financial statement of 2021, 2022 and 2023. | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***Financial Statements*** |  |
| ***5*** | Bidders shall provide the resume and criminal records of consultancy team members for the requested services along with their cover letter. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Bidder’s main line of business activity shall be education or consultancy (SCI has the right to request further documentation such as trial balance). | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | The bidders agree that the submitted unit prices will remain fixed in USD until the given end date of the services above. | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | **References**  Invoices, contracts, proof of work, final outcome or completion note etc. to prove experience in providing similar services (i.e. providing consultancy services or implementing projects for NGO/international organizations) to those included within the scope of this tender. Could be submitted as multiple documents.  Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates.  *Please share the contact information of references (Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted by Save the Children)*  **Weightage: 5%** | **Bidder Response** | **Comments / Attachment(s)** |
|  |  |
| ***2*** | **Technical proposal**  *The quality of the technical proposal and compliance with the proposal that was requested by the Save the Children team.*  The bidder should provide a technical proposal, **outlining their workplan for the tasks listed under the “Specification” section** of this document, including the following:  -Overall workplan (plan for each task) (7%)  -Suggestions for the titles/subjects of 8 modules to be developed, including the description of the module and learning outcomes of the module for each module (8%)  -Plan for gender equality and inclusion (including the inclusion of refugees, girls and children with disabilities) (5%)  **Weightage: 20%** | **Bidder Response** | **Comments / Attachments** |
|  |  |
| ***3*** | **Resumes of team members (academic knowledge and professional experience)**  CVs of all members of the consultancy team:  The team members should consist of individuals who have academic and professional experience in:   * Climate awareness and resilience * Emergency preparedness * Early childhood education and psychology * Previous experience working with/teaching children aged 4-8 * Previous experience undertaking consultancy projects for NGOs/international organization projects   (It is not necessary for each individual consultancy team member to possess all the listed expertise; however, the consultancy team as a whole should collectively demonstrate these qualifications through the CVs of its members)  **Weightage: 15%** | **Bidder Response** | **Comments / Attachments** |
|  |  |
| ***4*** | **Exemplary training module**  An exemplary training module developed for a similar project is required. The example may be from a module designed for another project or program targeting the ECE-age group, a module focused on climate awareness and resilience for a different age group, a module on emergency preparedness for a different age group, or any training module addressing similar issues or target groups.  **Weightage: 10%** | **Bidder Response** | **Comments / Attachments** |
|  |  |
| ***5*** | **Sustainability criteria**  One-page explanation/guideline on the impact the supplier has on the environment, local economy and community, including the following information:   * Sustainable and environmental practices (such as fostering a culture of sustainability through employee engagement, climate education, and encouraging climate-friendly actions, using eco-friendly resources, promoting digital tools over paper, efforts to reduce carbon footprints and conserve resources) (5%) * Community impact (such as engaging meaningfully with local communities, commitment to diversity, equity, and inclusion when working with local communities, supporting key social issues) (5%)   **Weightage: 10%** | **Bidder Response** | **Comments / Attachments** |
|  |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of Services** | **Unit** | **Quantity required** | **Currency** | **VAT Rate** | **Unit Price VAT included** | **Total Price VAT included** |
| *Development of modules for children aged 4-5 and aged 6-8 on climate awareness, resilience, and emergency preparedness (16 modules in total; 8 modules for 4-5 age group and 8 modules for 6-8 age group)* | Per module | 16 | USD |  |  |  |
| *Development of activity guidebooks for families/caregivers, outlining activities on climate resilience and emergency preparedness that they can do at home together with their children, applicable to both host and refugee communities* | Lumpsum | 1 | USD |  |  |  |
| *Developing the program and facilitating a 2-day workshop with NGOs, educators and teachers to receive feedback on the drafted modules and guidebooks to refine them before pilot implementation* | Lumpsum | 1 | USD |  |  |  |
| *Submission of the revised modules and family guidebooks to Save the Children for pilot implementation* | Lumpsum | 1 | USD |  |  |  |
| *Pilot implementation of modules with refugee and host community children aged 4-5 and aged 6-8 on climate awareness, resilience, and emergency preparedness* | Lumpsum | 1 | USD |  |  |  |
| *Collecting and analysing data on the effectiveness of the modules* | Lumpsum | 1 | USD |  |  |  |
| *Designing and delivering activities for “Climate and Emergency Resilience Days”* | Lumpsum | 1 | USD |  |  |  |
| *Finalizing the modules and family activity guidebooks based on feedback and data collected during monitoring and evaluation activities throughout the pilot implementation* | Lumpsum | 1 | USD |  |  |  |
| *Developing and delivering a ToT (training of trainers) program (including the development of a facilitator guidebook) for NGO staff, teachers and educators* | Lumpsum | 1 | USD |  |  |  |
| *Conduct an online meeting to share findings from the pilot implementation phase and introducing the developed modules and resources* | Lumpsum | 1 | USD |  |  |  |
| *Delivering a webinar targeted at families and educators on the future of education in an era of multiple crises* | Lumpsum | 1 | USD |  |  |  |
| *Providing content (consisting of key messages) for an advocacy campaign on social media, featuring posts that highlight key messages about climate awareness and emergency preparedness.* | Lumpsum | 1 | USD |  |  |  |
| **Total Price including VAT (USD)** | | | |  | | |

Offers should be entered in the table above. Offers must be all-inclusive (VAT and other costs will be included and detailed) (40%). Offers shall include the pricing as a lumpsum for each required service. Also, kindly provide your cost breakdown with your proposal.

The payment terms will be contingent upon the successful completion of the deliverables as agreed upon with SCI staff. This means that payment will only be released once the specific deliverables have been completed to the satisfaction of SCI and have been formally approved. All deliverables, timelines, and expectations will be outlined and mutually agreed upon in advance to ensure clarity and alignment.

**SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | |
| **No** | **Section** | | | **Please Tick** | |
| 1. | Section 1 – Essential Criteria | | |  | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | |
| 3. | Section 3 – Commercial Questions | | |  | |
|  | | | | | |
| **We, the Bidder, confirm we have uploaded all the required information and supporting evidence:** | | | | | |
| **Section** | | **Required Document / Evidence** | | | **Please Tick** |
| **Essential Criteria Evidence** | | Please refer to the section above. | | |  |
| **Capability Criteria Evidence** | | Please refer to the section above. | | |  |
| **Commercial Criteria Evidence** | | Please refer to the section above. | | |  |
|  | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** |
| Terms & Conditions of Bidding | | |  | |  |
| Terms & Conditions of Purchase | | |  | |  |
| Supplier Sustainability Policy and the included mandatory policies | | |  | |  |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |