

Invitation to Bid

Tender No: 25-TUR-HAT-137

Final external evaluation

Date: 25/Apr/2025

Invitation by: SENED Organization

Subject:

Sened Organization Intends to Contract a Consultancy Firm for Final External Evaluation Services
Sened Organization plans to contract a qualified consultancy firm to conduct a final external evaluation in order to assess the effectiveness, efficiency, and sustainability of the implemented project.

Dear Sir/Madam,

You are invited to submit a quotation for the above-mentioned subject. To submit a bid to this tender, kindly find general terms and conditions in the following link along with all tender related documents:

Tender link:

<https://forms.office.com/r/dPPjCDA7jE>

Note: You must fill out the link before receiving the tender documents. After completion, you will find the tender documents in the thank you letter.

The supplier must deliver their **Financial and Technical offers:**

- In two separate sealed envelopes (Inside a larger sealed envelope, stamped and signed) **otherwise the offer will be rejected**

All envelopes should be named (Technical/Financial) and the reference number (**25-TUR-HAT-137**) and name of the tender (**Final external evaluation**) should be written on the outer envelope.

- The name of the bidder should be written clearly on the envelopes.
- All envelopes should be sealed, stamped, and signed.
- During working days (Monday – Friday) between 09:30 – 16:30
- Only to the following address of SENED HQ office
Pancarlı Mah. 58087 Sk. No:12/1, 27060 Şehitkamil/Gaziantep
<https://maps.app.goo.gl/1UQ994SWnhTHz5gw6>
- The last date to submit your offers on **Wednesday 14/May/2025 at 16:30.**

Teklif Daveti

İhale No: 25-TUR-HAT-137
NIHAİ HARİCİ DEĞERLENDİRME

Tarih: 25/Nis/2025

Davet Eden: SENED Derneği

Konu: Sened Derneği, Nihai Dış Değerlendirme Hizmeti İçin Danışmanlık Şirketi ile Sözleşme Yapmayı Planlamaktadır

Sened Derneği, yürütülen projenin etkisini, verimliliğini ve sürdürülebilirliğini değerlendirmek amacıyla nihai dış değerlendirme hizmeti almak üzere yetkin bir danışmanlık şirketi ile sözleşme yapmayı planlamaktadır.

Sayın Beyefendi / Hanımefendi,

Yukarıda belirtilen konu için teklif vermeye davetlisiniz. Bu ihaleye teklif vermek için, ihale ile ilgili tüm belgelerle birlikte aşağıdaki linkte genel şartlar ve koşulları bulmanızı rica ederiz:

İhale linki:

<https://forms.office.com/r/dPPjCDA7jE>

Not: İhale dokümanlarını almadan önce linki doldurmanız gerekmektedir. Tamamlandıktan sonra ihale dokümanlarını teşekkür mesajında bulacaksınız.

Tedarikçi, **Finansal ve Teknik tekliflerini** şu şekilde sunmalıdır:

- İki ayrı kapalı zarf içinde (Kaşeli ve imzalı daha büyük bir mühürlü zarfın içinde) **aksi takdirde teklif reddedilecektir.**
- Tüm zarflara isim (Teknik/Finansal) yazılmalı ve dış zarfın üzerine ihalenin referans numarası (**25-TUR-HAT-137**) ve adı (**Final external evaluation**) yazılmalıdır.
- Zarfların üzerine tedarikçinin adı açık bir şekilde yazılmalıdır.
- Tüm zarflar mühürlenmeli, kaşelenmeli ve imzalanmalıdır.
- Çalışma günlerinde (Pazartesi – Cuma) 09:30 – 16:30 saatleri arasında.
- Sadece SENED HQ ofisinin aşağıdaki adresine Pancarlı Mah. 58087 Sk. No:12/1, 27060 Şehitkamil/Gaziantep
<https://maps.app.goo.gl/1UQ994SWnhTHz5gw6>
- Tekliflerinizi iletmek için son tarih **14/May/2025 Çarşamba günü saat 16:30'dur.**



Notes:

The award according to the following:

- 70% Technical score. (Technical Evaluation Table in the below)
- 30% Financial score.

Required Documents:

1. Company License
2. Letter of Intent
3. Technical Proposal
4. CV(s) of the Consultant(s)
5. Proof of Experience through Previous Contracts or Service Completion Certificates
6. References

Questions and Answers:

You can send any related questions by email before **05-May-2025 – 17:00** to the following e-mail: procurement@sened.ngo

Please add the number of the tender (**25-TUR-HAT-137 Final external evaluation**) to the subject of your email otherwise will not be read.

Our technical committee will answer your questions on **07- May -2025 – 15:30**.

Notlar:

Aşağıdakilere göre değerlendirme:

- %70 Teknik puan (Aşağıdaki Teknik Değerlendirme Tablosu)
- %30 Mali puan.

Gerekli Belgeler:

- 1- Şirketin Ruhsatı
- 2- Niyet mektubu
- 3- Teknik teklif
- 4- Danışman(lar)ın özgeçmişi
- 5- Geçmişteki sözleşmeler veya Hizmet Tamamlama Belgeleri ile ilgili deneyim kanıtı sunun.
- 6- Refrenslar

Sorular ve Cevaplar:

İlgili sorularınızı **05-May-2025 – 17:00** tarihine kadar aşağıdaki e-posta adresine gönderebilirsiniz e-mail: procurement@sened.ngo

Lütfen konuya ihale numarasını (**25-TUR-HAT-137 Final external evaluation**) ekleyiniz. aksi takdirde e-postanızın cevaplanmayacaktır.

07-May 2025 – 15:30'da teknik komitemiz sorularınızı yanıtlayacak.



Technical Evaluation / Teknik Değerlendirme

P.R. No:	25-TUR-HAT-137	
Scoring Matrix Date:	17/Apr/2025	
P.R. Description:	Contract with a consulting company to conduct the final evaluation of the project 167-SI	
Technical Evaluation First phase	<i>To advance to the second phase, the company needs to achieve more than 30 points out of a possible 49 in the first phase. If they fail to meet this requirement, they will be disqualified.</i>	
<u>Criteria 1</u> The company should be registered officially in Turkey	Provided: Accepted Not provided: Rejected	
<u>Criteria 2</u> Submitting a Technical proposal	Provided: Accepted Not provided: Rejected	
<u>Criteria 3:</u> Understanding of the Evaluation scope of work: measuring the previous experiences mentioned in the technical proposal <i>Applicants must submit at least five relevant TPM or evaluation reports completed in the last five years.</i>	<p>0: No submission or completely irrelevant reports; shows no understanding of the evaluation scope or objectives.</p> <p>3: Reports are submitted but are generic, weakly relevant, or demonstrate only a basic or partial understanding; limited detail or structure.</p> <p>6: Some relevant reports are submitted (3–4); moderate understanding shown; reports have fair contextual alignment and basic structure.</p> <p>9: All 5 relevant reports submitted; show good quality, contextual relevance, and structured findings aligned with the evaluation scope.</p> <p>12: Five high-quality reports submitted; demonstrate excellent contextual understanding, strong analytical insights, and full alignment with scope and objectives; shows deep grasp of evaluation logic and methodology.</p>	12
<u>Criteria 4:</u> Proposed methodology, sampling, and data collection methods: Provides a concise and practical summary of the data collection and analysis methodology <i>The applicant must present a concise, realistic, and context-appropriate approach that covers sampling strategy, data collection tools, enumerator</i>	<p>0: No methodology provided or methodology is completely irrelevant to the evaluation scope. No sampling, QA, or data collection methods mentioned.</p> <p>5: Methodology is submitted but very weak or generic. Sampling, QA, and analysis plans are unclear, missing, or not feasible. Limited alignment with objectives.</p> <p>10: Methodology is partially relevant. Some elements such as sampling tools or QA systems are mentioned, but the approach has major gaps or lacks clarity and coherence.</p> <p>15: Moderately strong methodology. Includes relevant tools, sampling, and some QA or analysis detail.</p>	25

<p><i>training, quality control measures, and analysis methods.</i></p> <p><i>The methodology should align with the objectives of the evaluation and demonstrate an understanding of ethical considerations, access constraints, and data reliability.</i></p>	<p>Aligned with objectives but may need more structure or completeness.</p> <p>20: Well-structured and practical methodology. Clear sampling logic, defined QA systems, and analysis tools. Feasible and aligned with objectives; only minor refinements needed.</p> <p>25: Excellent and comprehensive methodology. Fully aligned with objectives and context. Includes clear sampling strategy, QA and data analysis plans, feasibility, and ethical considerations. Ready for implementation as-is.</p>	
<p><u>Criteria 5:</u> Composition of team and assigned roles in the survey: mentioned in the technical proposal</p> <p><i>A qualified TPM provider must demonstrate a well-structured team with relevant expertise, clear responsibilities, and appropriate coverage of all stages of the survey process (planning, data collection, quality assurance, analysis, and reporting). Applicants must show that team members have the necessary skills, including experience in MEAL, statistical analysis, field coordination, data quality control, and reporting—especially within humanitarian or development contexts.</i></p>	<p>0: No team composition provided or team structure is completely unclear; no roles or expertise identified.</p> <p>3: A team is listed, but key roles are missing or unclear; qualifications and responsibilities are weakly defined or irrelevant to TPM.</p> <p>6: Team structure is moderately clear; most key roles are present; some relevant experience shown, but with limited detail or balance.</p> <p>9: Well-structured team with clear role definitions; relevant expertise in MEAL, data collection, QA, and reporting; minor improvements needed.</p> <p>12: Excellent team composition; all required roles clearly defined and covered by highly qualified personnel with proven TPM and humanitarian experience; structure aligns fully with the evaluation scope and technical needs.</p>	12
Technical Evaluation Second phase	<p><i>To advance to the financial evaluation, the company needs to achieve 14 points out of a possible 21 in the second phase. If they fail to meet this requirement, they will be disqualified.</i></p>	
<p><u>Criteria 7:</u> Interviews with the three staff members from the candidate company</p>	<p>Technical interviews for the company staff (includes Language assessment for English, Arabic, Turkish):</p> <p>7 points for every successful interview</p>	21
1) Technical Evaluation	<i>(at least 44 to pass the technical evaluation)</i>	of 70
2) Financial Evaluation	<i>(lowest price offer will take 30 of 30 other offers will take %)</i>	of 30
% of Over PR amount (If any)		
3) Final Score:		of 100