

# INVITATION TO TENDER

## Ethiopia

### October 2023

**Ref. No. ITT/IN-SCI-ET-2023-016**

**TERMS OF REFERENCE (ToR) FOR CONSULTING FIRMS FOR  
EVALUATIONS, STUDIES, AND ASSESSMENTS FOR ONE  
YEAR ON THE BASES OF FRAMEWORK AGREEMENT**

---

**SUBMISSION DEADLINE: 06/11/2023**

**QUESTIONS / CLARIFICATIONS:** [meron.yilma@savethechildren.org](mailto:meron.yilma@savethechildren.org) or  
[Zelalem.tadesse@savethechildren.org](mailto:Zelalem.tadesse@savethechildren.org) or [tatek.wamisho@savethechildren.org](mailto:tatek.wamisho@savethechildren.org)

**FORMAT FOR SUBMISSION:** [BIDDER RESPONSE DOCUMENT](#)

---

#### [PART 1: INVITATION TO TENDER](#)

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

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

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

#### [PART 3: BIDDER RESPONSE DOCUMENT](#)

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

## PART 1 – INVITATION TO TENDER

### 1. 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 programs, 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](#).

### 2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Consultancy Service
Outcome of Tender	<b><i>Framework Agreement (Non-Fixed Price) – the successful supplier(s) will be awarded a 'Framework Agreement'. Within the Framework Agreement, the terms of service shall be agreed, as will the conditions of service. The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases will be completed under separate contract/Purchase Orders which will be governed and linked to the original Framework Agreement.</i></b>
Duration of Award	One year

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

### 3. AWARD CRITERIA

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.

### 3.1 ESSENTIAL CRITERIA

Criteria that bidders **must** meet 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 CAPABILITY CRITERIA (70%)

Criteria are used to evaluate the bidders' ability, skill, and experience about the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### 3.3 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.

### 3.4 COMMERCIAL CRITERIA/ **FACTORS OTHER THAN PRICING** (20%)

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

## 4. 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.

## 5. BIDDER INSTRUCTIONS

### 6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	<<October 15, 2023>>
Pre-Submission Clarification Meeting	<<October 30, 2023>>
Deadline for questions from Bidders	<< November 01, 2023>>
Deadline for Bid Submission	<< November 06, 2023>>
Bid Clarifications	<< October 30, 2023>>
Award Contact	<<November, 2023>>

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](#) 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:

#### **Electronic Submission via Email**

- Email should be addressed to [ethiopia.bidsbm@savethechildren.org](mailto:ethiopia.bidsbm@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 “ITT/IN-SCI-ET-2023-016 /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.

#### **N.B. Paper Submission – Not Allowed**

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

Your bid must be received, no later than **06/11/2023**

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
Meron Yilma	<a href="mailto:meron.yilma@savethechildren.org">meron.yilma@savethechildren.org</a> or
Zelalem Tadesse	<a href="mailto:Zelalem.tadesse@savethechildren.org">Zelalem.tadesse@savethechildren.org</a>
Tatek Wamisho	or <a href="mailto:tatek.wamisho@savethechildren.org">tatek.wamisho@savethechildren.org</a>

Please be advised local working hours are 8:00 AM- 5:00 PM Ethiopian Time.

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

### ▪ Introduction

Save the Children is the leading global independent organization for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

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.

Our values: Accountability, ambition, collaboration, creativity and integrity. We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

### I. Our Focal Areas of Intervention

Five major program areas guide our work and contribute directly to the achievement of the government's growth and transformation plan II (GTP II) and sustainable development goals (SDGs).

**Child Protection and Migration:** We work to stop violence against children in homes, in and around schools and in communities. We focus on children with heightened risk, including children on the move, those living in displacement and refugee camps, and girls at high risk of gender-based violence. We empower children to have agency to end violence, and work with and hold duty bearers to account for gender sensitive and inclusive protection systems and services. Through multi-sectoral programs or by 'layering' of complementary programs, we provide a package of services designed to address the needs of children and youth at all stages of migration.

**Health, Nutrition and WASH:** We support children to survive in hard-to-reach communities through development and humanitarian health, nutrition, and WASH interventions. We help them access quality health and nutrition services by supporting the primary health care system and empowering communities to increase demand.

**Education:** our prime focus in this particular sector is to enable vulnerable girls and boys to access pre-school and primary education in a safe and inclusive environment, increasing their chances of successful completion and accessing secondary and higher education in the future. We support school administrations and parent-teacher associations, create awareness of the communities, and support in quality education through provision of services and facilities for ensuring that the girls and boys do not drop out of the schools. We are closely working with the government and communities on the establishment and operationalization of early childhood care and education (ECCE) centres in different contexts as well as support the government to focus on gender sensitive and inclusive education programming.

**Food Security, Livelihoods and Resilience:** We assist farming and pastoralist families in increasing productivity through improved practices and technologies, adopting alternative livelihood strategies, and

improving access to finance through a combination of interventions tailored to communities facing poverty and food insecurity.

**Child Rights Governance:** We work with civil society and children to remove the barriers that prevent them from realizing their rights. We also strengthen governance systems to ensure that the government fulfills its responsibilities to children; ensuring that all children's rights are respected.

### **Guidance on contents of the EOI:**

The following instructions need to be followed when submitting Expressions of Interest (EOI):

- Eois can be submitted in soft copies within the stated deadline. If being sent in soft copy, all pages need to be signed and scanned when sending.
- A cover letter expressing interest in the services and briefly stating which package is being applied for. (Maximum 2 pages)
- Organizational Structure

## **II. Rationale and Purpose**

This Pre-Qualification Consultancy Service call aims to screen out and document experienced consulting firms in our database in terms of the relevant expertise they demonstrate for our future consultancy services that SCI will contract out on competitive basis. Further competition will be made among pre-qualified consulting firms on the basis of the criteria set to baseline, mid-term and end-line evaluations.

## **III. Required Expertise, Experience and Competency**

- Legally registered consulting firm with renewed Trade License, TIN and VAT/TOT certifications (Pass/fail)
- The consultant shall demonstrate having a sound financial situation and capacity by submitting Financial audit report with annual turnover of at least the minimum amount indicated in the Table in any of the last 3 years (2020, 2021 & 2022) – **(10pts)**
- The consultant should have been in the business of conducting similar types of evaluations, assessments, and studies, and experience working on similar assignments with UN agencies and INGOs for at least last (5) years. The consultant shall also have executed at least two contracts of a similar nature, each with the minimum value indicated in the table -**Annex 1- (25pts)**
- Must have a minimum of 5 years' of overall experience in conducting baseline, midterm, and end-line evaluations as well as research/studies in one or more of the following areas: Child Protection and Migration, Health and Nutrition and WASH, Education, Food Security, Livelihoods and Resilience; **(25pts)**
- Manpower with qualifications, technical and professional competence necessary for successful implementation of the assignment (no need to provide CVs) indicated in the table-Annex 2 **(10 pts)**
- Key experts experience in the firm in conducting similar type of evaluations, assessments and studies, and experience working on similar assignment with UN agencies and INGOs-**(10pts)**
- Participatory research expertise with children and young people, including those most marginalized. **(10pts)**
- Copies of Good track record and a minimum of three testimonials from clients on successful accomplishment of assignments: **(10pts)**  
If three certificates are attached: will get 5 points  
If Four certificates are attached: will get 8 points

If greater than or equal to 5 certificates attached: will get 10 points

***N.B: The minimum pass mark of the capability criteria will be 70% out of 100%. 100% of the capability will be converted to 70%.***

▪ **Ethical Considerations**

- The consultant shall take utmost care and effort to protect participants (children) from any physical or psychological harm arising out of their participation in the context analysis work.
- The consultant should be willing to undertake vetting on SCI-child safeguarding policy & and procedures and sign off as part of the contractual agreement.
- The consultant will in particular ensure the anonymity of informants by coding their names and identities in the notes and records (including tape-recording) if they want to be unnamed.
- The consultant will also ensure that documents and computer files will be kept secure with passwords.

**3. Duration of contract:**

The FWA contract will be for a duration of one year from the date of contract signing with a possibility of extension for additional period

**4. FIRM'S INFORMATION FORM**

- Name and Address of consultant/consulting firm
- Description/profile of the consulting firm
- Experience of the Firm and Areas of Expertise/ relevant services carried out in the Last 5years which best illustrate qualification.
- Organization chart showing the firm's structure.
- Capital of the firm (Financial Statements for the latest three years).
- Professional staff available (permanent and par-time)
- Additional information.
- Testimonials

## **PART 3 – BIDDER RESPONSE DOCUMENT**

### **I. 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 – Capability Questions
- [Section 3 – Sustainability Criteria](#)
- [Section 4 – Commercial Questions](#)
- [Section 5 – Bidder Submission Checklist](#)

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

### **2. 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	
		Yes / No	Comments / Attachments
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.		
2	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) 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, and have the required qualification and experience for the assignment.	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Company profile	
		Evidence for having similar experience in the area	



## SECTION 2 – CAPABILITY QUESTIONS (70pts)

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

Item	Question	Bidder Response		
		Client Name	Contact Details (Name & Email)	Project Description
1	<b>REFERENCES</b>  •The consultant shall demonstrate having a sound financial situation and capacity by submitting Financial audit report with annual turnover of at least the minimum amount indicated in the Table in any of the last 3 years (2020, 2021 & 2022) – <b>(10pts)</b>  •The consultant should have been in the business of conducting similar types of evaluations, assessments, and studies, and experience working on similar assignments with UN agencies and INGOs for at least last (5) years. The consultant shall also have executed at least two contracts of a similar nature, each with the minimum value indicated in the table -Annex 1- <b>(25pts)</b>  •Must have a minimum of 5 years' of overall experience in conducting baseline, midterm, and end-line evaluations as well as research/studies in one or more of the following areas: Child Protection and Migration, Health and Nutrition and WASH, Education, Food Security, Livelihoods and Resilience; <b>(25pts)</b>  •Manpower with qualifications, technical and professional competence necessary for successful implementation of the assignment (no need to provide CVs) indicated in the table- Annex 2 <b>(10 pts)</b>  •Key experts experience in the firm in conducting similar type of evaluations, assessments and studies, and experience working on similar assignment with UN agencies and INGOs- <b>(10pts)</b>  •Participatory research expertise with children and young people, including those most marginalized. <b>(10pts)</b>  •Copies of Good track record and a minimum of three testimonials from clients on successful accomplishment of assignments: <b>(10pts)</b> If three certificates are attached: will get 5 points If Four certificates are attached: will get 8 points If greater than or equal to 5 certificates attached: will get 10 points N.B: 100% of the capability will be converted to 70%			
		1)		
		2)		

## SECTION 3 – SUSTAINABILITY QUESTIONS (10 Points)

Save the Children elevate social, economic, and environmental sustainability to the core of our and our suppliers' ways of working and decision-making. As part of our commitment to our community, we encourage working with those suppliers that contribute their part to the community.

- 10/10 - the bidder demonstrates they work closely with local communities delivering a positive impact (e.g. Voluntary service, financial or goods donation ...etc.)
- 5/10 - the bidder demonstrates some low-level involvement/support of the local community.
- 0/10 - the bidder does not provide any support/development to the local community.

**N.B: supplier must attach the evidence that shows the company works closely with the local community**

## SECTION 4 – COMMERCIAL QUESTIONS (20pts)


GOOD / SERVICE	Willing	Not-willing	Remark
Willingness to provide Credit Facility-10 pts			
Willingness to fix prices for at least 60 days-5pts			
Willingness to be Flexible for proposed payment schedules -5pts			

**Note: The consultant can put its own remarks if they have a different thought for each requirement on the remark section.**

## SELECTION CRITERIA AND AWARD CRITERIA

Bidders who Pass the essential criteria and score the capability, sustainability, and commercial evaluation with above 70% (out of 100%) will be considered technically qualified, Further due diligence will be undertaken as appropriate in order to determine the recommended consulting firms.

## SECTION 5 – BIDDER SUBMISSION CHECKLIST

<b>We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:</b>		
No	Section	Please Tick
1.	Section 1– Essential Criteria	
2	Section 2– Capability	
3.	Section 3 – & Sustainability Questions	
4.	Section 4 – Commercial Questions	
<b>We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:</b>		
Section	Required Document / Evidence	Please Tick
<b>Section 1- Essential Criteria Evidence</b>	Proof of qualification /Company Profile/	
	Past experience in the area of the assignment	
<b>Section 2- Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Supporting Documents	
<b>Section 3- Sustainability Questions</b>	Proof of sustainability letter	
<b>Section 4- Commercial Criteria Evidence</b>	Completed Bidder Response Document	
	Completed financial proposal	
<b>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</b>		
Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	
Terms & Conditions of Purchase		

Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>	
---	--------------------------------------	--

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: .....



## Annexes

### Annex 1

**Table-1: General/Relevant Experience of the Consulting Firm during the Last 5 Years**

S. N	Name of the assignment	Name of the client	Address of the client	Duration of the assignment			Total Cost of the assignment  ETB ('000)	Remarks
				From (Date)	To (Date)	Total months		

**Annex 2**
**Table -2: Relevant Experience of the Consulting Firm's Professional Staff**

S. No	Name of the staff	Qualification on	Total years of experience	Relevant experience					
				Name of assignment Duration	Client	Position	Duration		
							From	To	Total month