

# INVITATION TO TENDER

## TERMS OF REFERENCE (ToR) FOR CONSULTANCY FIRMS ASSESSMENT OF THE EXISTING CLIMATE RISKS AND CONFLICT CRISES FOR DESIGNING OF ANTICIPATORY HUMANITARIAN AND PROACTIVE CLIMATE ACTIONS STRATEGIC PROGRAMMING FRAMEWORK FOR SWAN RAPID HUMANITARIAN RESPONSE MECHANISM IN ETHIOPIA

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SUBMISSION DEADLINE : 02/07/2023

QUESTIONS / CLARIFICATIONS : [Fitsum.Astatkie@savethechildren.org](mailto:Fitsum.Astatkie@savethechildren.org)

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

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### 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 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](#).

### 2. PROJECT OVERVIEW

| Item  | Description  |
|---|--|
| <b>Description of Goods / Services</b>                                  |  |
| <b>Outcome of Tender</b><br>(CO to select one of the following options) | <b>Contract</b> – the successful supplier(s) will be awarded a 'Contract' which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates. |
| <b>Duration of Award</b>  |  |

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 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 CAPABILITY CRITERIA (60%)

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.

### 3.3 COMMERCIAL CRITERIA (40%)

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          | 23/6/2023  |
| Deadline for questions from Bidders | 01/07/2023 |
| Deadline for Bid Submission         | 02/07/2023 |

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.bidsubm@savethechildren.org](mailto:ethiopia.bidsubm@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-2023-013 /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.

#### 6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **02/07/23**

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  |
|-----------------|--|
| Fitsum Astatkie | <a href="mailto:Fitsum.Astatkie@savethechildren.org">Fitsum.Astatkie@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

SWAN, one of the rapid humanitarian response mechanism (RRM) in the country established and implemented emergency humanitarian responses in Ethiopia by a consortium of four international non-governmental organisations (NGOs) (the 'SWAN consortium'): Save the Children International (SCI), World Vision International (WVI), Action Against Hunger (AAH), and the Norwegian Refugee Council (NRC) since March 2019. SWAN consortium established with the aim of provision of Essential Humanitarian Supplies of Health, WASH, Protection and ES NFIs through timely, Cost-Effective Procurement, and Response Mechanism ('the SWAN projects'). SWAN consortium has strived towards being an effective humanitarian response mechanism as part of the wider humanitarian response and fill existing humanitarian need gap in the country. SWAN RRM has responded quickly and effectively to the humanitarian situation, and addressed most urgent needs through provision of essential supplies of health, WASH, Protection and ES NFIs, including cash with timely, cost-effective procurement and response mechanism

The overall objective of SWAN RRM projects are to contribute towards saving lives, reducing suffering and increasing human dignity for people affected by displacement including host communities across Ethiopia. SWAN consortium joined the humanitarian response mechanisms as a new way of working for the entire humanitarian architecture as a response and supply mechanism in Ethiopia in 2019. For the last four years, SWAN has contributed towards a more resilient humanitarian system due to the immediate and prepositioned humanitarian supplies, which have significantly improved the humanitarian system performance continuity in the country.

SWAN consortium has proven an exemplary track record in facilitating multi-agency and multi-sectoral coordinated joint responses (Protection, WASH, NFI and Emergency Shelter, and Health sectors) reaching 8.6M affected people (4.6M adults and 4.0M children) with 20.49M USD total fund secured (20.0M USD from EHF and 0.49M USD from Irish Aid). The financial support has enabled SWAN HRM to address the immediate needs and contributed towards saving lives, reducing suffering and increasing human dignity for people affected by displacement and diseases outbreak including host communities between March 2019 and December 2022 in Ethiopia.

Based on the key lessons learned from practical implementation of the response, recommendations from Oxford Policy Management evaluation findings, EHF Advisory Board and SWAN Steering Committee strategic direction; SWAN HRM prepared this draft strategic framework with the aim of further strengthening our strategic engagement, coordination and partnership with localization agenda, enhancing the timeliness and effectiveness of the mechanism through aggressively diversifying funding sources, expanding sectoral interventions and improving the management and governance capacity of the mechanism.

SWAN will focus on the following ambitions, strategic humanitarian objectives and action for 2023-2025:

- (i). Providing effective, immediate life-saving and sustaining responses to critical humanitarian needs, thus reducing suffering, increasing well-being and human dignity;
- (ii). Working towards building and strengthening a localized and accountable humanitarian system and;
- (iii) Actively engage with local, national and international actors in the planning, delivery and accountability of the anticipatory action and emergency responses to better respond to affected people and children's needs and promoting their rights and address inequalities in the humanitarian programmes in the country.

**Commented [HS1]:**

This section should be used to provide any other additional information that would be required by the bidder to submit a response to the ITT.

## 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 – Commercial Questions](#)
- [Section 4 – 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 SCl. 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.**

**Commented [HS2]:** There are mandatory essential criteria in this section which should remain as standard.

However, the procurement lead should insert additional essential criteria into this document that is relevant for the sourcing activity.

| 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    | <p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> </ul> | Yes / No   | Comments                             |
|      |  | <b>Requirement</b>                               | <b>Bidder Response / Attachments</b> |
|      |  | <i>Legitimate Business Address</i>               |                                      |
|      |  | <i>Tax Registration Number &amp; Certificate</i> |                                      |
|      |  | <i>Business Registration Certificate</i>         |                                      |
|      |  | <i>Trading License</i>                           |                                      |

## SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

*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><br>Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.<br>Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.<br><br><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i> |                 |                                |                     |
|      |   | 1)              |                                |                     |
|      |   | 2)              |                                |                     |
|      |   |                 |                                |                     |





## 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 2 – Essential Criteria                    |             |
| 2. | Section 3 – Capability & Sustainability Questions |             |
| 3. | Section 4 – Commercial Questions                  |             |

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

| Section                             | Required Document / Evidence                  | Please Tick |
|-------------------------------------|---|-------------|
| <b>Essential Criteria Evidence</b>  | Proof of legitimate business address          |             |
|                                     | Copy of tax registration number & certificate |             |
|                                     | Copy of business registration certificate     |             |
|                                     |   |             |
| <b>Capability Criteria Evidence</b> | Completed Bidder Response Document            |             |
|                                     | Supporting Financial Documents                |             |
|                                     |   |             |
|                                     |   |             |
| <b>Commercial Criteria Evidence</b> | Completed Bidder Response Document            |             |
|                                     |   |             |
|                                     |   |             |

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

| Policy   | Policy / Document  | Signature |
|--|--|-----------|
| Terms & Conditions of Bidding                                      | <br>1. Terms & Conditions of Bidder |           |
| 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: .....