



## International Call for Tender Instructions to bidders ACTED Turkey

### Technical Offer

Date: 24/12/2019

Tender N°: T/16DFI/94DEXM/ANT/AME/24-12-2019/1

ACTED is requesting through this International Call for Tender a company/organisation or individuals to provide detailed **financial and technical offers** for the supply of the following services:

#### SERVICE SPECIFICATIONS:

1. Description: **External Evaluation of Project 16DFI**
2. Location: **Ten villages in Armanaz, Darkosh, Idleb and Mhambal sub-districts**

#### RESPONSIBILITIES OF THE CONTRACTOR:

1. Dates of delivery: **19th of April 2020 – 1st of June 2020**
2. Validity of the offer: **6 months minimum (Recommended)**

#### INFORMATION:

ALL INFORMATION NECESSARY TO PARTICIPATE IN THE TENDER IS OUTLINED IN THE TERMS OF REFERENCE. HOWEVER, INTERESTED BIDDERS ARE STRONGLY ENCOURAGED TO PARTICIPATE IN **AN INFORMATION SESSION**, THAT WILL TAKE PLACE AT 3PM (GMT + 2) ON **30<sup>TH</sup> DECEMBER IN AMMAN, JORDAN**, WITH THE OPPORTUNITY TO PARTICIPATE REMOTELY THROUGH VIDEO LINK.

INTERESTED PARTIES ARE REQUIRED TO EMAIL [TURKEY.TENDER@ACTED.ORG](mailto:TURKEY.TENDER@ACTED.ORG) TO SIGNAL INTENTION TO ATTEND THE SESSION, NO LATER THAN 28<sup>TH</sup> DECEMBER. A SUMMARY OF THE INFORMATION SESSION WILL BE AVAILABLE UPON REQUEST AFTER 1<sup>ST</sup> JANUARY 2020.

#### GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **14/01/2019 at 17:00 local time (Antakya – Turkey)** in ACTED office at the following address: **General Şükrü Kanatlı Mah. Atatürk Cad. No:190 Sarı Center Kat: 6,7- 31030 Antakya Hatay, TURKEY**. Or by email at: [turkey.tender@acted.org](mailto:turkey.tender@acted.org) cc [tender@acted.org](mailto:tender@acted.org)
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will include in the technical offer all CVs of staff that will be managing the implementation of the evaluation.
4. The offer to the tender will not result in the award of a contract.
5. Unsealed envelope and late offers will not be considered.
6. Each Bid shall include a unique company name, representative and signature, phone number, and email address. Any similarities could result in the bid being rejected.
7. Company Stamps should be unique, and the company name should be included in the stamp, and any information contained in the stamp should be unique to the company submitting the offer.
8. All offers should be in USD (US Dollars) as per the offer form

**9. THE OFFER WILL NOT BE CONSIDERED ELIGIBLE IF:**

- **White ink or price correction by hand is used.**
- **All papers are not signed and stamped.**
- **Electronic stamp and signature are used.**

To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

*NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

**SPECIFIC CONDITIONS:****1. The answers to this Request For Quotation should include the following elements:**

- **Technical Offer (Envelope 1 out of 2) or (File 1 out of 2)** must be clearly marked "**Technical Offer – not to be opened before 15/01/2019**", and include the following documentation:
  - CV(s) of the personnel deployed (including field team)
  - Organigram of the team structure
  - Sample from previous work (max. 10) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
  - Technical Proposal including a detailed methodology and work plan
- **Financial Offer (Envelope 2 out of 2) or (File 1 out of 2)** must be clearly marked "**Financial Offer – not to be opened before 17/01/2019**", and includes the following documentation;
  - Signed and stamped financial offer
  - A signed and stamped instructions to bidders.
  - A copy of the legal representative ID and if it's a company registration document needed as well.

**2. ACTED security rules will have to be strictly followed throughout the duration of the contract.****3. International companies/consultants/service provider should subscribe a professional civil insurance valid in Turkey, as well as a repatriation insurance.** Therefore, the copy of both insurance certificates have to be submitted along with their offer.



**EVALUATION CRITERIA:**

<b>I. Technical Proposal</b>		70pts
a.	Technical skills of personnel deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally)	35pts
b.	Context specificity /relevance of Methodology and work plan	20pts
c.	Sample from previous work	15pts
<b>II. Financial Proposal</b>		30pts
TOTAL		100pts



# **Technical Offer**

**(Envelope 1 out of 2  
or  
File 1 out of 2)**



## PART A- PROJECT PROPOSAL

**Important Note:**

- **Technical proposal MUST be submitted in a separate envelope/file from the financial proposal.**
  - **Scores will be based on the submitted Organigram, CVs, Proposal and demonstration of past experience based on a pre-agreed scoring system. The scoring system is designed to be as objective as possible, while understanding that the nature of such work is highly dependent on context. For this reason, the proposal should include as much detail as it is necessary.**
  - **The Total Technical score is out of 70 points. Bids scoring less than 35 points (50%) will be rejected and the financial offers will not be opened.**
- 1- Technical Skills of Personnel to be deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations)**

**a)** Please outline below (or in a separate document) the company organogram for the team that will be allocated to the evaluation. Please include the CVs of all staff that will be allocated to the project as separate attachments, taking note of the requirements outlined in the “**Expertise Requirements**” section of the ToR

Contents of attachments

(Where attachments are sent by email, please include the list of file names which will be assessed, as well as the subject line for the email in which they are contained)

*Up to 30 points will be awarded on the basis of the organogram and attached CVs.*



**b) Technical Proposal**

With reference to the organogram and CVs attached, please submit a detailed Technical proposal, including methodology and workplan.

Contents of attached proposal:

(Where attachments are sent by email, please include the list of file names which will be assessed, as well as the subject line for the email in which they are contained)

*Up to 20 points will be awarded on the basis of the organogram and attached CVs. Please note that if the methodology is incongruous with the requirements of the project, including Data protection policies, then the bid may be rejected regardless of financial and technical scoring.*





## PART B- BIDDER'S QUESTIONNAIRE ACTED TURKEY

Date:

Tender N°: T/16DFI/94DEXM/ANT/AME/24-12-2019/1

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	





permanent resident?			
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Company's staff &amp; insurance</i>			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Description of the Company</i>			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____	
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____	
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
<b>B. Financial Information</b>			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached
Annual Value of Total Sales for the last 3 Years:			



Year: USD:		Year: USD:		Year: USD:		
Annual Value of Export Sales for the last 3 years						
Year: USD:		Year: USD:		Year: USD:		
<b>C. Experience</b>						
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:						
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Destination
1						
2						
3						
4						
5						
What is your company's main area of expertise?						
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) : _____				
To which countries has your company exported and/or managed projects in the last 3 years?						
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)						
List any national or international Trade/Professional Organisations of which your company is a member						
<b>D. Technical Capability</b>						
Type of Quality Assurance Certificate				<input type="checkbox"/> Attached		
Type of Certification/Qualification Documents				<input type="checkbox"/> Attached		
International Offices/Representation						
List below up to 10 of the core Goods and/or Services your company sells:						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.):						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
<b>E. Miscellaneous</b>						
Does your company have an Environmental Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your company have an Ethical Trading Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your company have an Anti-terrorist Policy? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)				<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered yes to the above two questions, please attach copies of your policy:					<input type="checkbox"/> Attached	
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?					<input type="checkbox"/> Yes <input type="checkbox"/> No	



If you answered yes, please provide details:			
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been guilty of grave professional misconduct proven by other means?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:			
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PART II: CERTIFICATION</b>			
I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).			
Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	
<b>Check list of supporting documents</b>			<b>For ACTED use only</b>
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	



# ACTED

T/16DFI/94DEXM/ANT/AME/24-12-2019/1

6)	References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
7)	Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
8)	Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
9)	Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked
10)	Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp:



## PART C- BIDDER'S ETHICAL DECLARATION

Date:

Tender N°: T/16DFI/94DEXM/ANT/AME/24-12-2019/1

Bidder's name: \_\_\_\_\_

Bidder's address: \_\_\_\_\_

### **CODE OF CONDUCT:**

#### **1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **B. Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.



- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

## **C. Business Behaviour**

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

## **D. ACTED procurement rules and regulations**

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

## **Operating Principles**

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:



1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. seek arbitration in the case of unresolved disputes.

### Qualifications to The Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned \_\_\_\_\_, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_

Stamp





## PART D- BIDDER'S CHECK LIST ACTED **TURKEY**

Date \_\_\_\_\_

Tender N°: *Tender/16DFI/94DEXM/ANT/AME/24-12-2019/1*

**BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :**

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
<b>Technical Offer</b>					
1.An original of the bid have been provided					
2. (form PRO-05) – Instructions to Bidders is attached, signed and stamped by the supplier. <b>(compulsory)</b>					
3. Technical proposal; past performance, CV(s) of the personnel, organogram of the team structure, methodology/ work plan, sample from previous work/projects. <b>(compulsory)</b>					
4. (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
5.(form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
<b>6. The Bidding documents are filled in English.</b>					
7.A Copy of Company registration documents and license are included, ID & Passport of the legal representative of the company					
8.Terms of Reference signed by the bidder					
<b>Financial Offer</b>					
1.An original of the bid have been provided					
2. (Form PRO-06) <b>Financial Offer</b> , filled, signed and stamped by the supplier. <b>(compulsory)</b>					
3. The prices in the Offer Form are in <b>USD (compulsory)</b>					

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature and stamp \_\_\_\_\_



## Terms of Reference Final External Evaluation

PROJECT TITLE	Strengthening the agricultural value chain through local government structures to regenerate sustainable livelihood opportunities in Syria
DONOR	EuropeAid (PROACT)
PROJECT DURATION	30 months – 1 <sup>st</sup> of January 2018 – 30 <sup>th</sup> of June 2020
PROJECT LOCATIONS	Ariha, Harim and Idleb districts, Idleb Governorate (Northwest Syria)
PARTNER	Ihsan for Relief and Development
MAIN PROJECT OBJECTIVES	<p>Overall objective: To improve food and nutrition security through investments in sustainable food production systems, access to markets and increased resilience of their livelihoods</p> <p>Specific objectives:</p> <ol style="list-style-type: none"><li>1. To strengthen the capacity of local councils to effectively and efficiently address the needs of their agricultural community.</li><li>2. To strengthen the productivity and profitability for farmers, livestock holders, and agricultural entrepreneurs through an improved access to quality assets and inputs.</li></ol>
OBJECTIVES OF THE EVALUATION	<ul style="list-style-type: none"><li>- To provide an external opinion on the relevance and performance of the project, as compared to the project document and with a strong focus on results.</li><li>- To highlight key lessons learnt, best practices and recommendations to feed back into current and future ACTED programming in the same sectoral areas and using similar approaches to meeting their objectives.</li></ul>
OVERVIEW OF THE METHODOLOGY FOR THE EVALUATION	<p>The external expert will assess the project according to five DAC criteria (relevance, efficiency, effectiveness, sustainability, impact). Cross-cutting issues such as gender, environment, accountability and do no harm will also be part of the analysis.</p> <p>The methodology for data collection is to be determined by the consultant with ACTED approval. The consultant is however expected to conduct field missions to obtain the necessary qualitative and quantitative data that provides evidence of the impact of the response with members of groups targeted by the project. The evaluation should be conducted mainly through secondary data review, focus group discussions, key informant interviews and household-level interviews with a broad range of project stakeholders, including beneficiaries, as well as direct observations.</p>
INDICATIVE EVALUATION DATES	19 <sup>th</sup> of April 2020 – 1 <sup>st</sup> of June 2020



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<sup>1</sup> Based on the European Union's ROM Handbook and guidance for final evaluations.



## ACTED

### ACTED WORLDWIDE

ACTED is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, ACTED respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas.

ACTED develops and implements programmes that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship.

ACTED's approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development.

As of 2018, ACTED was present in four continents and our teams intervene in 37 countries towards 16 million people, responding to emergency situations, supporting rehabilitation projects and accompanying the dynamics of development.

### ACTED IN SYRIA

ACTED has operated in Syria since December 2012, delivering Water, Sanitation and Hygiene (WASH), Shelter Non-Food Items (SNFI), Food Security, Agriculture and Livelihoods assistance to conflict-affected populations.

ACTED is currently operating from seven offices across Syria and relies on more than 750 staff for its multi-sectoral programming. In 2019, ACTED is implementing 18 projects across Syria. ACTED's approach is to address immediate needs through first-line emergency interventions while building the resilience of target communities with early recovery efforts. ACTED's approach is needs-based, supporting internally displaced people (IDPs), returnees, and host communities.

## PROJECT BACKGROUND

### BACKGROUND AND RATIONALE OF THE PROJECT

Through this 30-month project (01/01/2018 – 30/06/2020), ACTED aimed at improving food and nutrition security through investments in sustainable food production systems, access to markets and increased resilience of their livelihoods, in ten villages in Armanaz, Darkosh, Idleb and Mhambal sub-districts (Ariha, Harim and Idleb districts, Idleb Governorate - Northwest Syria).

ACTED intended to achieve these objectives by:

- Outcome 1. Strengthening the capacity of local councils to effectively and efficiently address the needs of their agricultural community.
- Outcome 2. Strengthening the productivity and profitability for farmers, livestock holders, and agricultural entrepreneurs through an improved access to quality assets and inputs.

### ACTIVITIES OF THE PROJECT

		Status of the activity
<b>Overall objective: To improve food and nutrition security through investments in sustainable food production systems, access to markets and increased resilience of their livelihoods</b>		
<b>SPECIFIC OBJECTIVE 1/ OUTCOME 1: To strengthen the capacity of local councils to effectively and efficiently address the needs of their agricultural community</b>		
Output. 1.1 Agricultural departments are better informed, trained, and supported to elaborate local agricultural plans reflecting the needs of their agricultural communities		
Activity 1.1.1: Community-wide information campaigns		Suspended
Activity 1.1.2: Wheat value chain assessment to inform agricultural planning in targeted communities		Completed



Activity 1.1.3: Selection of technical agricultural representatives to represent farming communities in the Local Councils	Suspended
Activity 1.1.4: Technical agricultural training to agricultural departments representatives	Suspended
Activity 1.1.5: Development of an agricultural plan to inform communal agricultural practices	Suspended
Activity 1.1.6: Community scorecard system for agricultural departments	Suspended
<b>SPECIFIC OBJECTIVE 2/ OUTCOME 2: To strengthen productivity and profitability for farmers, livestock holders, and agricultural entrepreneurs through an improved access to quality assets and inputs</b>	
<b>Output 2.1: 2,250 farmers receive capacity building and training, inputs, and services in order to increase the productivity and profitability farmers and livestock holders</b>	
Activity 2.1.1: Provision of inputs to vulnerable farmers	Ongoing
Activity 2.1.2: Technical training for mid-size farmers	Ongoing
Activity 2.1.3: Provision of inputs and training to livestock holders	Ongoing
Activity 2.1.4: Provision of veterinary services to livestock holders	Suspended
<b>Output 2.2: Communal agricultural assets and irrigation infrastructures are rehabilitated or constructed</b>	
Activity 2.2.1: Identification and rehabilitation of agricultural assets	Ongoing
Activity 2.2.2: Rehabilitation or installation of sustainable irrigation systems	Cancelled
<b>OUTPUT 2.3: 30 entrepreneurs in the agricultural industry are supported with trainings and grants to start their own business (Idleb governorate)</b>	
Activity 2.3.1: Advertisement of business management and technical training	Completed
Activity 2.3.2: Technical trainings and business management workshop	Suspended
Activity 2.3.3: Provision and monitoring of start-up grants	Cancelled
Activity 2.3.4: Post-grant follow-up support and mentorship	Cancelled

Due to the security context in Northwest Syria, in coordination with EuropeAid, some activities were temporarily suspended or cancelled. The table above summarizes which activity have been cancelled, suspended or are still ongoing. The status of some activities might be subject of further changes depending on the evolution of the Syrian context. The project proposal package and other relevant project documentation (in English) will be provided to the external consultant upon signature of the service contract.

## **KEY PROJECT STAKEHOLDERS**

Overall, the following stakeholders are involved in the project:

- **EuropeAid:** the project’s funding agency, updated on an ad-hoc basis with reports on the status of project implementation.
- **ACTED:** managed the implementation of all activities, responsible for reporting to the donor. ACTED is also in charge of ensuring accountability to the target population, by setting up channels that the beneficiaries can use to send feedback to the organization, including the Complaint and Response Mechanism (CRM).
- **Ihsan for Relief and Development:** supported ACTED in the implementation of the project activities (e.g. distribution of agriculture inputs, providing veterinary services to livestock holders).
- **i-APS:** Consultant contracted by ACTED to conduct a wheat value chain assessment.
- **General Organization for Seed Multiplication (GOSM):** supplier contracted by ACTED to provide agricultural inputs, including seeds.
- **Syrian Public Establishment for Grain (SPEG):** supplier contracted by ACTED to conduct agricultural trainings.
- **Agriculture Extension Units:** provide support and control along the value chain assessment of principle crops. Technical agricultural department representatives were selected and trained by ACTED in order to strengthen the ability of the Agriculture Extension Units to serve the agriculture community.

- **Mid-size farmer beneficiaries:** selected by ACTED based on agriculture-related criteria and received support through the provision of inputs and technical trainings.
- **Livestock holder beneficiaries:** selected by ACTED based on agriculture-related criteria and received support through the provision of inputs, technical trainings and veterinary services.

## **SCOPE AND PURPOSE OF THE EXTERNAL EVALUATION**

The main objective of this evaluation is to provide ACTED and the donor with an assessment of the project, its design, implementation and results. The aim is to determine the relevance and fulfillment of objectives, efficiency, effectiveness, impact and sustainability of the project, considering, across evaluation questions, the limitations (including the delay or cancellation of some activities) caused by the security situation. The evaluation should provide information that is evidence-based, credible and useful, enabling the incorporation of lessons learned into the future decision-making processes of ACTED and the donor.

The final external evaluation will specifically:

1. Assess the extent to which the project met planned outcomes<sup>2</sup>;
2. Assess the extent to which ACTED met key CHS commitments during implementation of the project;
3. Highlight lessons learnt, best practices and recommendations for improvements to feed back into current and future ACTED programming in the same sectoral areas and using similar approaches to meeting their objectives.

## **RESEARCH CRITERIA AND QUESTIONS**

The evaluation shall use all five of the following DAC criteria and corresponding questions. The consultant will be able to review and revise the questions (not the criteria) in consultation with ACTED country office appraisal, monitoring and evaluation (AME) team, as part of the inception phase of the evaluation, and as relevant.

### **1/ RELEVANCE**

The appropriateness of project objectives to the problems that it was supposed to address, and to the physical and policy environment within which it operated. It should include an assessment of the quality of project preparation and design – i.e. the logic and completeness of the project planning process, and the internal logic and coherence of the project design.

The following questions should be answered:

- 1.1 Was the action adequately designed to respond to the needs of the direct beneficiaries?
- 1.2 Was the selection of target areas appropriate for reaching the most vulnerable in need of assistance?
- 1.3 To what extent were cross cutting issues, such as environment do no harm and protection taken into consideration during the intervention?

### **2/ EFFICIENCY**

The fact that the project results have been achieved at reasonable cost, i.e. how well inputs/means have been converted into activities, in terms of quality, quantity and time, and the quality of the results achieved. This requires comparing alternative approaches to achieving the same results, to see whether the most efficient process has been adopted.

The following questions should be answered:

- 2.1 Was the project managed in a cost-efficient manner (in terms of human, financial and other resources versus the results)?
- 2.2 How important were the delays, what were the reasons for these delays, what were the consequences, and to what extent have appropriate corrective measures been implemented?

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<sup>2</sup> Taking into consideration the suspension and cancellation of several project activities, as requested by the donor.

The consultant shall analyse the efficiency of project management arrangements and duly justify any issue. Factual statements on the quality and quantity of inputs shall be provided, delays should be measured by means of comparison with the latest update of the planning. Any significant deviations shall be analysed. Conclusions on cost efficiency of outputs shall be drawn. Delays are known to have been caused by the security context, but this evaluation criterion can also extend to other potential delays faced by the project teams, such as those faced in the process of selection of areas.

### 3/ EFFECTIVENESS

An assessment of the contribution made by results to achievement of the project purpose, and how assumptions have affected project achievements. This should include specific assessment of the benefits accruing to target groups.

The following questions should be answered:

- 3.1 Were the expected results (referred to as “outputs” in the project’s loframe) realized?
- 3.2 Did the achievement of the results lead to the achievement of the project specific objective? What were the major factors influencing the achievement or non-achievement of set objective? If there is a gap between the benefits brought by the activities and the objective of the project (e.g. climate conditions), how can it be explained?
- 3.3 To what extent was the project conducted remotely? Which mechanisms were put in place to guarantee an adequate remote management? How did remote management impact the results of the project and why?
- 3.4 To what extent were the risk mitigation described in the project proposal, in addition to unforeseen risks, addressed during project implementation?

The consultant’s focus should be on outputs’ and outcomes’ delivery and quality (not activities); he/she is expected to explain any causes of deviations and the implications thereof. The level of achievement of results should be assessed as reflected by indicators covering the specific objective (outcome), providing a transparent chain of arguments.

### 4/ IMPACT

The effect of the project on its wider environment, and its contribution to the wider policy or sector objectives (as summarized in the project’s overall objective).

The following questions should be answered:

- 4.1 What evidence is there that the project contributed to the achievement of its overall objective?
- 4.2 What, if any, were the unintended impacts of the project intervention, both positive and negative? Was the project able to monitor, mitigate and respond to any unintended negative effects?

### 5/ SUSTAINABILITY

An assessment of the likelihood of benefits produced by the project to continue to flow after external funding has ended (probability of continued long-term benefits).

The following questions should be answered:

- 5.1 What evidence is there to suggest the project’s interventions and/or results will be sustained after the project end?
- 5.2 What are the possibilities for replication and extension of the project’s outcomes?

Human, organizational (including policies and institutions) and financial factors, as well as environmental and gender viability, are the main sustainability factors.

## **EVALUATION METHODOLOGY**

While ACTED suggests consideration of the following mixed-methods methodology in order to collect the relevant data, the consultant is expected to determine the final methodological approach for presentation and approval during the inception phase. Final approval will be made by ACTED’s focal point.

Throughout the project, ACTED’s independent Appraisal, Monitoring and Evaluation Unit (AMEU) conducted monitoring activities, such as distribution and training onsite monitoring, post-distribution monitoring and post-training monitoring. ACTED’s AMEU also collected baseline and endline data from mid-size farmers and livestock holder beneficiaries at the beginning and at the end of the project. Moreover, a third party monitor has been contracted by EuropeAid (PROACT) to monitor certain project activities. In order to avoid collecting similar data and creating assessment fatigue among beneficiaries and stakeholders, all AME reports will be shared with the consultant upon contract signature.

The evaluation is expected to be based on the findings and factual statements identified from review of relevant documents including the project document, ad-hoc, monthly, quarterly and interim reports to the donor, monthly Project Manager reports, in addition to the technical reports produced by the project, the AME surveys (reports and databases) produced. ACTED will provide the external expert with all available project documentation (in English) at the beginning of the consultancy.

The consultant will also undertake field visits and interview the stakeholders including the target beneficiaries, local authorities, ACTED staff, etc. Participation of stakeholders in the evaluation should be maintained at all times, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives.

The following persons should be visited or interviewed:

- EuropeAid – on a voluntary basis, for their feedback regarding the project and their collaboration with ACTED.
- ACTED Food Security and Livelihoods (FSL) Project Coordinators (PCs) and Project Managers (PMs) – for their reflections and lessons learnt from the intervention;
- ACTED Agricultural and FSL Technical Coordinator – for their technical knowledge and for their reflections and recommendations for future programming;
- ACTED Deputy Country Director (DCD) and Area Coordinator (AC), whenever possible – for their feedback regarding the challenges faced throughout the project implementation (criteria 2: efficiency) and lessons learnt from the intervention.
- Ihsan for Relief and Development – for their knowledge regarding the context and their feedback regarding their cooperation with ACTED and their involvement in the project.
- i-APS – for their findings, recommendations and lessons learnt from the wheat value chain assessment conducted.
- GOSM – for their knowledge on the agricultural local context and their feedback regarding their cooperation with ACTED.
- SPEG – for their knowledge on the agricultural local context and their feedback regarding their cooperation with ACTED, especially regarding the effectiveness of the agricultural training conducted.
- Local Councils’ Agriculture Extension Units – for their feedback and recommendations regarding their cooperation with ACTED and regarding the relevance and the sustainability of the intervention;
- Mid-size farmer beneficiaries – for their feedback and recommendations regarding the relevance and effectiveness of the intervention, especially regarding the training and the inputs provided;
- Livestock holder beneficiaries – for their feedback and recommendations regarding the relevance and effectiveness of the intervention, especially regarding the training and the inputs provided;

The methodology must consider participants’ safety throughout the evaluation (including recruitment and training of research staff, data collection / analysis and report writing) as well as research ethics (confidentiality of those participating in the evaluation, data protection, age and ability-appropriate assent processes) and quality assurance (tools piloting, enumerators training, data cleaning). The methodology should avoid duplicating data collection exercises already conducted by ACTED’s independent AME Unit.

The above-described methodology is indicative, the consultant is expected to provide a detailed methodology and work plan. He/she will also be free to collect additional data in order to reply to all the research questions.

## **SCHEDULE**

This assignment is planned to be accomplished within 31 working days and is expected to begin the 19<sup>th</sup> of April 2020 and shall be accomplished no later than 1<sup>st</sup> of June 2020.

The following schedule is suggested:

<b>Evaluation activities</b>	<b>Suggested Schedule</b>
Review of program activities, implementation policies and reporting mechanisms, based on available documentation	To be filled by bidders
Development of an Inception Report, outlining the methodology for data collection and	To be filled by bidders





analysis	
Data collection	To be filled by bidders
Analysis of program performance based on the five DAC criteria and the corresponding research questions listed above	To be filled by bidders
Drafting of the Final Evaluation Report	To be filled by bidders
Finalization of the Final Evaluation Report, taking into account ACTED comments on its quality and accuracy.	To be filled by bidders

The consultant will be expected to meet weekly with ACTED management staff to provide updates on the evaluation timeframe. This can be done either by phone or in person.

## **DELIVERABLES**

The following deliverables should be provided to ACTED's representative for the Syria mission, based in Jordan, Amman, who will then circulate them to the relevant ACTED departments and partners for feedback.

All deliverables should be in electronic version, Word/Windows compatible format and in English.

<b>Deliverables</b>	<b>Deadline<sup>3</sup></b>
Inception Report	To be delivered no later than 27 <sup>th</sup> April 2020
Draft Final Evaluation Report	To be delivered no later than 27 <sup>th</sup> May 2020
Final version of the Final Evaluation Report	To be delivered no later than 1 <sup>st</sup> June 2020

For all deliverables, the external expert is expected to underline factual statements using evidence, and to comment on any deviation.

## **INCEPTION REPORT**

The inception report shall include the following elements:

- Detailed description of the methodology for the evaluation
  - o Data collection methods
  - o Data collection tools
  - o Sampling
  - o Approach to quality control
- Data analysis methods
- Justification for revising the Evaluation Questions (if relevant)
- Detailed workplan
- Analysis of anticipated limitations and mitigation measures

## **FINAL EVALUATION REPORT**

The consultant shall use ACTED's Final Evaluation Report template (to be provided at the beginning of the evaluation), including the following elements:

<b>Executive summary</b>  <i>(2 pages max)</i>	Should be tightly drafted, and usable as a free-standing document. It should be short, not more than two pages. It should focus on the main analytical points, indicate the main conclusions, lessons learned and specific recommendations. Specific guidance on how to develop the Executive Summary will be provided at the beginning of the evaluation. Note that this section of the template also contains an overview scoring table that should be filled by the consultant in a consistent and sound manner.
<b>Project synopsis</b>  <i>(this section should not exceed 1 page in length)</i>	The project synopsis serves as an introduction and provides background information. It therefore includes a short text on the objectives of the project and issues to be addressed by it, a description of the target groups and a summary of its intervention logic, including the indicators at the three levels of the intervention logic: overall objective/impact, specific objective/outcome, outputs. The synopsis does not include appreciations and observations on issues related to the project implementation.
<b>Methodology</b>	The methodology section should detail the tools used in the evaluation; locations, sample

<sup>3</sup> Deadlines are indicative and subject to change depending on the date of selection of the external evaluation consultant.



<p><i>(this section should not exceed 1 page in length)</i></p>	<p>sizes, sampling methodology, tools used, dates, team composition, limitations faced and other pertinent facts.</p>
<p><b>Findings</b>  <i>(max. 2 pages per DAC criteria)</i></p>	<p>The findings section should present the results of the evaluation in an objective and non-judgmental way that gives an honest portrayal of the project. Included in the findings should be a discussion of how well the project achieved each of the five DAC criteria (relevance, effectiveness, efficiency, impact, and sustainability). The consultant shall highlight the most important findings relating to the performance of the project and elaborate on them in detail while also pointing out any critical issues and/or serious deficiencies. Findings shall be accurate, concise and direct. They must be based on and coherent with their answers to the evaluation questions. The consultant is expected to provide a self-sustaining explanation of their assessment which must be understandable by any person unfamiliar with the project while at the same time providing useful elements of information to the stakeholders. The consultant should avoid the following weaknesses: not evidence based, lack of technical content (e.g. experts provide an analysis which does not take into account the state of the art of knowledge in a given sector or topic). Full source details (including file name, page numbers...) are always to be included.</p>
<p><b>Conclusions, Lessons Learned, Best Practices, and Recommendations</b>  <i>(max.3 pages)</i></p>	<p>These should be presented as a separate final chapter. Wherever possible and relevant, for each key conclusion there should be a corresponding recommendation. The consultant shall set out the main conclusions and recommendations based on the answers given to the evaluation questions and which are summarized in the findings section.  Recommendations should be as realistic, operational and pragmatic as possible and drafted in a way that the stakeholders to whom they relate are clearly identified. Recommendations are derived from the conclusions and address issues of major importance to the performance of the project. They must take in consideration applicable rules and other constraints, related for example to the context in which the project is implemented. They must not be phrased in general terms but constitute clear proposals for solutions and they target the most important issues rather than minor or less relevant aspects of a project.  Through conclusions, lessons learned, best practices and recommendation, the evaluation will generate knowledge and support accountability to beneficiaries, the donor, ACTED and the overall humanitarian community. It will provide information on the processes or activities that ACTED implemented to develop insights, knowledge, and lessons from past experiences so as to improve current and future performance.</p>
<p><b>Annexes</b></p>	<ul style="list-style-type: none"> <li>• Terms of Reference of the evaluation</li> <li>• Assessment tools used (questionnaires, checklists, scoring grids, etc.)</li> <li>• List of persons (job titles only, no names)/organizations consulted</li> <li>• List of literature and documentation consulted</li> <li>• Other technical annexes (e.g. statistical analyses and other pertinent elements, graphs, etc.)</li> </ul>

## FEEDBACK ON DELIVERABLES

Please note that both inception and final reports are subject to ACTED's approval before they are considered as final deliverables and corresponding milestones payment can be released.

Upon submission of the draft inception report / draft final evaluation report by the consultant, ACTED will formulate comments as well as indicate any factual errors, within five working days of reception.

Comments will be formulated on the basis of the Inception Report and Final Evaluation Report Quality Control Checklists that will be provided to the consultant at the beginning of the evaluation.

For the draft final evaluation report, consultants are informed that ACTED will provide an opinion on the quality of the evaluation report and each of its components (synopsis, methodology, findings, conclusions and recommendations, and annexes), which should be taken into account by the consultant. For each recommendation, ACTED will also state to what extent (Yes, Partially, No) it agrees with the recommendation and accurately reports the opinion of the consulted stakeholders.

All comments should be considered by the consultant before the two reports are considered completed. The consultant shall take note of these comments and decide whether or not to revise the reports and, where appropriate, succinctly explain why comments cannot be taken into account. The consultant submits a revised version of the report to ACTED, within five days (Inception Report) / five days (Final Evaluation Report) of receipt of ACTED comments. The revised version should clearly highlight all changes made.

## **EXPERTISE REQUIREMENTS**

The consultant should have the following background:

- Post- graduate qualifications in Agriculture, Economics, Sociology, development/humanitarian studies or relevant area
- Experience in designing and conducting similar project Monitoring and Evaluation in Syria
- Experience in agriculture and livelihood interventions
- Having access to ACTED interventions' areas (Northwest, Syria) and able to deploy both men and women in their field teams
- Strong knowledge and/or demonstrated experience in designing and conducting similar evaluation activities in insecure contexts
- Excellent knowledge of the context, especially in terms of security and culture
- Strong knowledge of Core Humanitarian Standards
- Strong analytical skills and ability to clearly synthesize and present findings
- Excellent written and oral English
- Field team with excellent written and oral Arabic

The consultant shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. Upon contract signature, at the briefing session, the focal point shall submit a full contact list of all those involved in the evaluation.

## **APPLICATION PROCESS**

Leading consultant is requested to include the following in the application:

- CV(s) of the personnel deployed (including field team)
- Organogram of the team structure
- Sample from previous work (max. 10) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan
- Detailed Financial Proposal (cost effective and showing unit costs)

By undertaking this assessment, consultants are expected to abide to humanitarian principles and to ensure the confidentiality of the data collected. It is also demanded that consultants follow at all times ACTED's Security Plan and Code of Conduct.

All data collected as part of this evaluation will remain ACTED's property. By the end of the final evaluation, the external evaluator shall submit all ACTED-/project-related documentation back to ACTED management. The Final External Evaluation Report produced under the present contract shall not be shared externally without ACTED's prior written approval.

It is the responsibility of the consultant to budget for a medical / health / repatriation insurance.

ACTED will not take the responsibility of the transportation, access, accommodation and food-related expenses. It is the sole responsibility of the evaluator to take the appropriate measure to insure access and lodging of the team on the field.



# ACTED

*T/16DFI/94DEXM/ANT/AME/24-12-2019/1*

To ensure equal treatment of applicants, ACTED cannot give a prior opinion on the eligibility and selection of bidders. ACTED will organise pre-tender information sessions in order to provide clarifications on the call for tender and answer bidders questions.



## **APPLICATIONS' SCORING**

Applications will be scored on the following criteria:

I. Technical Proposal		70pts
a.	Technical skills of personnel deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally)	35pts
b.	Context specificity /relevance of Methodology and work plan	20pts
c.	Sample from previous work	15pts
II. Financial Proposal		30pts
TOTAL		100pts

Offers that do not comply with the overall length and deadline of the assignment (as provided above), do not include field visits and/or do not plan to assess each of the five DAC criteria will be disqualified.

Any error or major discrepancy related to the instructions listed in the Terms of Reference may lead to the rejection of the bid.



## OFFER FORM ACTED Turkey

Date:

Tender N°: T/16DFI/94DEXM/ANT/AME/24-12-2019/1

### To be Filled by Bidder (COMPULSORY)

#### Details of Bidding Company:

1. Company Name: ( \_\_\_\_\_ )
2. Company Authorized Representative Name: ( \_\_\_\_\_ )
3. Company Registration No: ( \_\_\_\_\_ )  
No/Country/ Ministry
4. Company Specialization: ( \_\_\_\_\_ )
5. Mailing Address: ( \_\_\_\_\_ )  
Country/Governorate. /City/St name/Shop-Office No
- a. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_ )  
\_\_\_\_\_ )
- b. E-mail Address: ( \_\_\_\_\_ )

I undersigned \_\_\_\_\_ agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

#### Important Note:

- **Financial offer *MUST* be submitted in a separate envelope/file from the technical proposal.**
- **All scores will be calculated proportionally (the maximum number of scores will be awarded to a bidder providing the most of the experience/ the strongest proposal / most experienced staff / best quality samples of the service, available and/or best price. All other bidders will be scored proportionally).**



PLEASE FILL IN THE FOLLOWING TABLE WITH THE TOTAL PRICE FOR THE PROPOSED SERVICE.

A DETAILED BREAKDOWN OF THE QUOTED PRICE SHOULD BE ATTACHED AS AN ANNEX, USING THE BIDDER'S PREFERRED METHODOLOGY

S/N	Description	Unit	Quantity	Total Cost USD includes Taxes and VAT
1	Full project evaluation			
1.1	External Evaluation of Project 16DFI	Service	1	

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**DELIVERY CONDITIONS GUARANTEED BY THE BIDDER:**

As Per Proposal

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: \_\_\_\_\_ (recommended: 3 months or more)
2. Terms of delivery: As per proposal
3. Terms of payment: \_\_\_\_\_

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_