



Technical Offer

(File 1 of 2)



TERMS OF REFERENCES (TOR)

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COMPREHENSIVE ASSESSMENT OF SHELTER CONDITIONS IN NES CAMPS AND DEVELOPMENT OF MINIMUM SHELTER STANDARDS.

OUTCOME	Improved understanding and response to the shelter situation in NES camps.
LOCATIONS	Northeast Syria (Areesh, Serekaniye, Washokani, and Abu Khashab Camps)
OBJECTIVES OF THE EVALUATION	Contribute to a more effective and coordinated shelter response in NES camps and enhancing the overall resilience and quality of life for camp residents.
ASSIGNMENT SUMMARY	The successful firm / consultant will work towards improving the knowledge base of shelters in camps in Northeast Syria, with specific focus on leading the development of the shelter minimum standards for NES camps.
INTERNAL RELATIONS	Reporting to Deputy Country Director, with functional ties to Area Coordinators.
EXTERNAL RELATIONS	SNFI Working Group, Technical Departments and relevant authorities.
DATES	Start date in Q4 2024

1. ABOUT ACTED

Acted worldwide

Founded in 1993 and headquartered in Paris, Acted is a non-governmental organization implementing emergency, rehabilitation and development projects in countries affected by conflicts, disasters or socioeconomic hardship. 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's mission is to save lives and support people in meeting their needs in hard-to-reach areas, developing and implementing programs that target the most vulnerable amongst populations. Acted's approach looks beyond the immediate emergency and responding to humanitarian crises towards supporting opportunities to 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 in country

Acted has been operating in Syria since December 2012, delivering Water, Sanitation and Hygiene (WASH), Shelter/Non-Food Items (SNFI), CCCM, MPCA, Food Security, Agriculture, and Early Recovery and Livelihoods assistance to conflict-affected populations. Acted is currently operating from multiple offices across Syria and relies on more than 1,265 staff for its multi-sectoral programming. 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.

2. BACKGROUND

Project Title: Providing a multi-sectoral humanitarian response to most vulnerable conflict- affected households in Syria (2024-2025)

Sector Purpose: To ensure safe and dignified living conditions for conflict and natural disasters affected households in and out of camps and settlements in Northern Syria.

The overall objective of this 12-month intervention is to address critical needs of vulnerable conflict-affected populations in and out of camps in Northern Syria through the provision of multi-sectoral humanitarian assistance. Responding to wide-spread and a multitude of needs, Acted Syria is involved in implementation of multi-sectoral, area-based activities including WASH, FSL, Shelter and Sites and Settlements.

Since the onset of the Syrian crisis in 2011, there has been a persistent lack of comprehensive data on shelter conditions, trends, and gaps in camps located in Northeast Syria (NES). This gap has hindered the capacity of the humanitarian apparatus to advocate for and respond to evidence-based sheltering needs. The NES SNFI Working Group highlighted the need for semi-durable sheltering solutions to address the cyclical replacement of tents, particularly in long-lasting crisis contexts where internally displaced people (IDPs) do not intend to leave the camps in the short term.

Acted, in effort to contribute to producing meaningful information on shelter conditions in NES, will support in developing technical guidelines on conducting shelter capacity assessment in camps, in close collaboration with the SNFI WG and other relevant actors. The assessment will be carried out in the four camps where Acted is currently the Camp Management entity (CM), namely Areesha, Serekaniye, Washokani, Abu Khashab camps. All camps except for Serekaniye, where Acted is currently phasing out as CM, will further be targeted with shelter support, through the provision of stocked tents and/or maintenance to existing shelters to enhance safety and dignity of the camp residents.

3. OBJECTIVE

The consultancy aims to:

- 1) Design a comprehensive shelter assessment tool tailored to the specific context of NES.
- 2) Conduct a comprehensive shelter capacity assessment in Areesha, Serekaniye, Washokani, and Abu Khashab camps.
- 3) Develop a minimal standards guidance note for sheltering conditions in camps.
- 4) Provide technical support to Acted team for the planned shelter assistant.

4. KEY STAKEHOLDERS

The successful execution of this consultancy will involve collaboration and engagement with various stakeholders, including but not limited to:

Stakeholder	Expected Involvement/Relation
1) Acted.³	<ul style="list-style-type: none"> The primary implementing agency responsible for overseeing the consultancy and ensuring alignment with project objectives. Provides logistical support and facilitates coordination with other stakeholders.
2) Shelter and Non-Food Items (SNFI) Working Group.	<ul style="list-style-type: none"> A key partner in developing and endorsing the minimum standards guidance note and assessment tool. Provides technical expertise and ensures consistency with regional and global standards.
3) Site and Settlement Working Group (SSWG):	<ul style="list-style-type: none"> Collaborates on the development of the guidance note and assessment tool. Assists in the dissemination of findings and recommendations.
4) Relevant United Nations agencies.	<ul style="list-style-type: none"> Offers technical input and supports the alignment of the guidance note with international shelter standards. Participates in consultations and workshops
5) Local Technical Departments.	<ul style="list-style-type: none"> Includes local authorities' bodies and technical experts who provide context-specific insights and feedback. Ensures that the guidance note, and assessment tool are feasible and appropriate for the local context.
6) Relevant local authorities (OAO, IDP AO, etc...)	<ul style="list-style-type: none"> Engages in consultations to ensure the assessment aligns with broader local humanitarian strategies and priorities. Ensure access to the camps Facilitates coordination with other humanitarian actors and local authorities.
7) WASH and SNFI Operational Actors.	<ul style="list-style-type: none"> Collaborate on consultative workshops to provide a comprehensive view of shelter needs and conditions. Assist in the implementation and data collection phases of the assessment.
8) Camp Committees and Leadership Structures.	<ul style="list-style-type: none"> Represent the interests and needs of camp residents. Participate in consultations and provide valuable feedback to inform the development of the guidance note and assessment tool.
9) Camp Administration Focal Points.	<ul style="list-style-type: none"> Ensure that the assessment and recommendations are integrated into camp management practices. Support the rollout of the assessment tool and subsequent data collection efforts.
10) Non-Governmental Organizations (NGOs) and Community-Based Organizations (CBOs)	<ul style="list-style-type: none"> Provide on-the-ground insights and support data collection and analysis. Help in disseminating the findings and recommendations to camp residents and other stakeholders.
11) IDP Camp Residents.	<ul style="list-style-type: none"> Provide essential input through consultations and participation in the assessment process to ensure their needs and perspectives are adequately represented

By engaging with these stakeholders, the consultancy will ensure a comprehensive and inclusive approach, leading to more effective and sustainable shelter solutions in NES camps.

³ Acted and SNFI WG will act as a steering committee for this consultancy.

5. SCOPE OF WORK

The consultant will be responsible for the following tasks:

PHASE 1: RESEARCH AND DEVELOPMENT

1. **Desk Review:** Conduct a desk review of local, regional, and global in-camp and out-of-camp shelter practices and standards.
2. **Consultations:** Engage with technical counterparts including SNFI WG, related UN agencies, local technical departments, other lead INGOs in the area, and relevant Humanitarian Affairs Offices.
3. **Workshops:** Facilitate consultative workshops with site-level actors, including WASH and SNFI operational actors, camp service committees, leadership structures, and Camp Administration focal points.

PHASE 2: DESIGN OF GUIDANCE NOTE AND ASSESSMENT TOOL

4. **Drafting:** Develop an initial draft of the minimum standards guidance note incorporating feedback from all stakeholders.
5. **Assessment Tool Design:** Design a comprehensive in-camp shelter assessment tool tailored to the specific context of NES.

PHASE 3: IMPLEMENTATION AND ANALYSIS

6. **Data Collection:** Oversee the rollout of the assessment tool in the four targeted camps.
7. **Analysis:** Analyze the data collected and incorporate findings into a revised version of the guidance note.⁴
8. **Reporting:** Prepare a comprehensive report summarizing the findings and recommendations.

PHASE 4: PUBLICATION AND DISSEMINATION

9. **Finalization:** Finalize the guidance note and assessment tool based on stakeholder feedback.
10. **Publication:** Collaborate with SSWG, SNFI WGs and Acted to publish the guidance note and assessment tool.

6. LOCATION OF ASSIGNMENT, DELIVERABLES AND SUGGESTED SCHEDULE.

Location:

- Alhasakeh, Raqqa and Der ez zor Governorate within northeast of Syria. The consultant is required to be physically present in NES for at least 12 weeks from the total contractual duration.
- Possible visit to Amman, Jordan. One trip maximum.

Deliverables and Suggested Duration.

This assignment is expected to begin by September 2024 and shall be accomplished no later than June 2025.

Deliverables	Suggested Schedule
A. Desk Review Report: Summary of reviewed shelter practices and standards globally and from the MENA region.	2- 3 weeks.
B. Stakeholder Consultation Report: Summary of insights from consultations and workshops.	3-4 Weeks.
C. Draft Guidance Note: Initial draft of the minimum standards guidance note.	2-3 weeks.
D. Assessment methodology report.	2 weeks.
E. Shelter Assessment Tool: Designing of the comprehensive in-camp shelter assessment tool.	2-3 weeks.
F. Final Guidance Note: Finalized version of the minimum standards guidance	6-8 Weeks.

⁴ All should be with consultation with relevant stakeholders.



note.	
G. Assessment Report: Comprehensive report of the assessment findings and recommendations	3 weeks

The consultant will be expected to meet weekly with the member(s) of the steering committee to provide updates on progress. This can be facilitated remotely.

7. COSTING REQUIREMENTS

Inputs By the Consultant:

- ASSIGNMENT OF PERSONNEL:

The cost of any personnel assigned to the consultancy by the consultant.

- TRAVEL:

Travel cost to Erbil⁵, Iraq and Amman, Jordan.

- OTHER COSTS:

- o Visa Costs to Jordan and Iraq.
- o Food Costs within location of assignment.
- o Residency in Erbil, Iraq.⁶
- o medical / health / repatriation insurance.

Inputs of Acted or other actors.

Acted and/or other actors are committed to cover the below⁷:

- Workstations in the Acted offices, within NES, Erbil and Amman.
- Transportation on site with own project vehicles.
- Transportation from and to Erbil, Amman Airports.
- Transportation from Erbil, to NES and the opposite.
- Accommodation within Acted guest houses (or hotels where applicable) in Erbil, Amman and NES.
- Workshops logistics. (within Acted agreed budget).
- Data Collection on field are covered by Acted.

8. SUPERVISION AND LOGISTICAL ARRANGEMENTS

Supervision:

The consultant will work under the direct supervision of Acted Syria Deputy Country Director - Operations , with work overseen by the Deputy Country Director-Program, field Area Coordinators, Field Project Managers. There will also be technical oversight and support from teams in Jordan.

Proposal Submission Procedure:

Refer to PRO-05-Instruction to Bidders

9. ADDITIONAL INFORMATION

- o A pre-tender session will be conducted prior to submission of expression of interest.
- o All phases of the project should be coordinated with the steering committee (Acted, SNFI WG).
- o 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 always follow Acted's Security Plan and Code of Conduct.

⁵ Travel to NES is managed through Erbil, Iraq.

⁶ This will be required in case long stays in NES.

⁷ Limited to one person, and in exceptional circumstances, where capacity allows two.



- All data collected as part of this consultancy will remain Acted's property. By the end of the final project, the consultant shall submit all Acted-/project-related documentation back to Acted management. The Final Report produced under the present contract shall not be shared externally without Acted's prior written approval.
- Any offer submitted after the deadline will be automatically rejected. Any missing document can lead to the direct disqualification of the applicant.
- Where offers do not comply with the overall length and deadline of the assignment (as provided above), a strong justification should be provided to support the case, and may result in disqualification.
- Any error or major discrepancy related to the instructions listed in the Terms of Reference may lead to the rejection of the bid.
- Clarifications will only be requested by Acted to bidders when information provided is not sufficient to conduct an objective assessment of the submitted offer.

10. PAYMENT SCHEDULE

Deliverables		Payment Method
A.	Desk Review Report: Summary of reviewed shelter practices and standards globally and from the MENA region.	Upon approval of the final output by Acted.
B.	Stakeholder Consultation Report: Summary of insights from consultations and workshops.	Upon approval of the final output by Acted.
C.	Draft Guidance Note: Initial draft of the minimum standards guidance note.	Upon approval of the final output by Acted.
D.	Assessment methodology report.	Upon approval of the final output by Acted.
E.	Shelter Assessment Tool: Designing of the comprehensive in-camp shelter assessment tool.	Upon approval of the final output by Acted.
F.	Final Guidance Note: Finalized version of the minimum standards guidance note.	Upon approval of the final output by Acted.
G.	Assessment Report: Comprehensive report of the assessment findings and recommendations	Upon approval of the final output by Acted.

11. EVALUATION CRITERIA

Qualifications and disqualifications criteria.

1. An advanced university degree (master's or higher) in shelter, Architecture, civil / environmental engineering or relevant field.
2. More than 5 years proven experience.
3. Method Statement Submission.

Technical evaluation.

The technical evaluation is based on the below criteria, with a maximum score of 100 points.

Criteria	Description	Notes	Maximum score
Language skills	English is a must.	Arabic /Kurdish is plus.	5
Education Background	An advanced university degree (master's or higher) in shelter, Architecture, civil / environmental engineering or relevant field.	CV of all the allocated staff to be involved in the assignment	10



Expression of Interest	<ul style="list-style-type: none"> • Clear and concise justification of why the consultant / firm is qualified for the role. • Express an understanding of the context • Indicate critical analysis of the ToR, countering where necessary and mentioning the limitations of the approach. 	showcasing thorough understanding of the ToR, (maximum two pages).	5
Related Experience	<ul style="list-style-type: none"> • 5+ years of general experience. • Number and type of similar previous experience in shelter and guidance development or equivalent. 	Description of at least 3 relevant examples of relevant projects implemented in the past 5-10 years, preferably in the Middle East.	25
Method Statement	<ul style="list-style-type: none"> • Refer to Annex A – Methodology Requirements. • Minimum of 5 pages explaining the Method statement. 		30
Work plan	<ul style="list-style-type: none"> • Each deliverable is represented in the work plan. • adherence to the timeline of the project (or an accepted justification to exceed 3 months). • A detailed timeline of the consultancy, including key milestones and deliverables. The timeline is expected to show if the consultant will be available in-person or remotely to achieve the related task. • Where the duration will exceed 6 months, a strong justification must be provided. 		20
Reference	<ul style="list-style-type: none"> • contact details of a relevant reference is provided 	At least one referee for whom the consultant/s have carried out similar work (stating the organization, assignment undertaken, contract amount, date and duration, contact person's name, email address and contact number).	5

Financial evaluation.

- The consultant/firm should indicate the total consultancy fees for the entire scope of work, based on each the deliverable. The financial bid should therefore be broken down according to the specific deliverables mentioned on section 6.

12. ANNEXES

Annex A - Methodology Requirements

The technical proposal should include a detailed methodology section that outlines the following with minimum of 7 pages in English on the bidders' own templates:

a) APPROACH AND STRATEGY:

- A clear explanation of the approach to be taken for the consultancy, including how the consultant plans to address the objectives and scope of work.
- Description of the strategy for engaging with relevant stakeholders and ensuring their active participation throughout the consultancy.

b) RESEARCH AND DESK REVIEW:

- Detailed plan for conducting a comprehensive desk review of local, regional, and global shelter practices and standards.



- Identification of key sources of information and methods for synthesizing findings.
- c) STAKEHOLDER CONSULTATIONS:**
 - Plan for engaging with technical counterparts, including a list of potential stakeholders to be consulted.
 - Description of methods for conducting consultations and workshops, including how feedback will be collected and integrated into the guidance note and assessment tool.
- d) DEVELOPMENT OF GUIDANCE NOTE AND ASSESSMENT TOOL:**
 - Outline of the process for drafting the minimum standards guidance note, including key components and structure.
 - Detailed plan for designing the in-camp shelter assessment tool, ensuring it is tailored to the specific context of NES camps.
- e) DATA COLLECTION AND ANALYSIS:**
 - Methodology for rolling out the assessment tool in the targeted camps, including data collection techniques and tools to be used.
 - Plan for training data collectors and ensuring data quality and reliability.
- f) REPORTING AND DISSEMINATION:**
 - Outline of the process for analyzing the collected data and incorporating findings into a revised version of the guidance note.
 - **Plan** for reporting and disseminating the final guidance note and assessment tool among relevant stakeholders.
- g) TIMELINE:**
 - A detailed timeline of the consultancy, including key milestones and deliverables.
- h) RISK MANAGEMENT:**
 - Identification of potential risks and challenges that may arise during the consultancy and proposed mitigation strategies.

Name _____

Position: _____

Signature & Stamp: _____

Date: _____