



For a world without hunger

# INVITATION TO TENDER

## Feasibility Study Our Ref. TUR-1001-TND-001

Welthungerhilfe was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. Non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Welthungerhilfe receives grants from the Federal German Government, the European Union, USAID/OFDA, the United Nations and many others worldwide recognized donors.

Today we are in the market for the acquisition of feasibility study service.

### 1. General remarks and special condition

The required service must be in accordance to our specification mentioned in the attached terms of reference.

### 2. Specification / Quantity

The scope of the service as per attached terms of reference.

### 3. Service provision conditions

As per attached terms of reference.

### 4. Service provision schedule

As per attached terms of reference.

### 5. Prices

All offered prices must be indicated in the Euro (€, EUR) currency only. Quotations stated in other currencies will not be considered during the awarding process.

Prices must include Value added Tax VAT and Stamp tax.

### 6. Ordering Party

Welthungerhilfe Turkey  
Binevler Mh. 23. Sk. No:8  
Şahinbey / Gaziantep  
Turkey

### 7. Documents

Following documents must be submitted before tender closing:

Gaziantep, 21.01.2019

Welthungerhilfe Turkey  
Binevler Mf. 23. Sk. No.8  
Şahinbey / Gaziantep  
Tel. +90 342 336 02 09  
[www.welthungerhilfe.de](http://www.welthungerhilfe.de)

Beatrix Hoffmann  
Management Assistant to Director Finance  
and Administration

Tel. +49 (0)228 2288-288  
Fax +49 (0)228 2288-99288  
Beatrix.Hoffmann@welthungerhilfe.de

Patron:  
Federal President Frank-Walter Steinmeier

Supervisory Board (honorary):  
Bärbel Dieckmann, President  
Prof. Dr. Joachim von Braun, Vice-President  
Norbert Geisler, Chairman of the  
Finance Committee  
Amadou Diallo  
Rita Lanius-Heck  
Prof. Dr. Conrad Justus Schetter  
Dr. Tobias Schulz-Issenbeck

Chief Executive Officer:  
Mathias Mogge

Donations account:  
Sparkasse KölnBonn  
IBAN: DE15 3705 0198 0000 0011 15  
BIC: COLSDE33

Alliance 2015

towards the eradication of poverty



TransparenzPREIS  
von PricewaterhouseCoopers  
Mehrfach ausgezeichnet für transparente  
Berichterstattung und hervorragende  
Informationsvermittlung



For a world without hunger

- Written quotation in EUR currency on a letter headed paper (duly stamped and signed in a PDF format). The quotation should contain the costs of personnel (lead and assistant consultant, enumerators, supervisors, etc) and inputs (stationery, photocopying, etc). It should be complete and concluding with no open amounts.
- Company registration and copy of VAT (PDF format)
- Company profile (PDF format)
- Technical Proposal (PDF format)
- Reference list (PDF format)
- Example or evidence of similar work (PDF format)
- Providing profiles of evaluator (Curriculum Vitae). (PDF format)
- Pre-qualification of suppliers signed and stamped (refer to Annex I)

Following document will be requested from the Seller after firm order:

- Original Commercial Invoice (addressed to Welthungerhilfe, Turkey)

### **8. Payment and supporting documents**

(1) Payment of submitted invoices by WHH does not imply acceptance of Goods or Services or any related work under the Contract. Unless otherwise specified in the Contract, the following provisions will apply concerning payment and supporting documents.

(2) WHH shall generally make payment through banking channels to Contractor within 10 days upon receipt of the following documents and any other documents/reports that may be specified in the Contract, to be sent directly to Welthungerhilfe Turkey, Binevler Mh. 23. Sk. No.8, Sahinbey / Gaziantep.

- (a) remaining negotiable & non-negotiable copies of the bill of lading or airwaybill;
- (b) commercial invoice with valid banking instructions;
- (c) copy of the consular or legalised invoice, if required by the Contract;
- (d) copy of the certificate of origin;
- (e) copy of the packing list;
- (f) Copy of the Certificate of Insurance, if Contractor has been requested to provide insurance.

(3) In case of installation of Goods by the Contractor the payment terms will negotiated case by case.

(4) WHH will make payment to the bank account indicated by Contractor in its invoice, providing that the bank account is in the name of Contractor and located in its country of residence. Any request for payment to a bank account other than that of Contractor or to a bank other than one located in Contractor's country of residence must be specified and justified by Contractor at the time of making its offer.

(5) WHH may withhold payment, in whole or in part, without liability and without prejudice to any other of its rights or remedies under the Contract, should Contractor fail to provide the documents required by this Article 26 of the Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services or as otherwise specified in the Contract or in the event that Contractor fails to perform or comply with its obligations under the Contract, including without limitation the warranties for the Goods set forth in Article 10 of the said terms and conditions.

### **9. Selection Criteria**

Welthungerhilfe will prioritize the quotations as follows:

- **Tenderers not providing the requested quotation duly signed and stamped with the other documentation as listed in the article "7. Documents" as requested will be by automatism excluded from this competition.**

The following ranking criteria's will be considered for the contract granting:

- 25% relevant experience – references / providing samples of reports that has been done in similar settings
- 25 % capability – providing profiles of personnel who will work on the project/ Methodology
- 50% price

The assigned points per listed criteria will be calculated in reference to the obtained proportion from the best offers criteria's results in comparison to the offered value per criteria multiplied by 10 in order to obtain a grading scale per criteria in between 1 to 10 points per ranking criteria.

#### **10. Penalties, penalty for delay, nonconforming goods or services, shortfalls**

(1) The Contractor shall be liable according to statutory legal provisions, especially for its own negligent breach of duty and negligent breach of duty by its legal representatives or vicarious agents.

(2) Contractor recognizes that the Contract concerns the delivery of Goods and/or provision of Services where "time is of the essence" and that failure to deliver the Goods and/or provide the Services by the scheduled date(s) or in accordance with the quantities and/or quality specified in the Contract may cause irreparable harm to WHH.

(3) Therefore, if the Contractor culpably defaults in remedying a defect or making a delivery – fully and timely -, WHH shall have the right to request lump-sum damages due to default for the defective resp. Late delivery without further proof of damage, of 0.2 % of the net remuneration agreed for the defective resp. Late delivery and/or service for each period of default of 1 working day (Monday to Saturday) but at most 5 % of the agreed net remuneration for the defective resp. Late delivery and/or service. The Contractor shall, however, have the opportunity to prove to WHH that WHH has incurred no damage or materially lesser damage.

(4) The remedy in Article 18 of the said regulation is without prejudice to any other right or remedy that may be available to WHH, including cancellation, for Contractor's non-performance or breach of any term or condition of the Contract. The above lump-sum damages shall however be set off in full against any further damage claim.

#### **11. Terms and Conditions of Contract / Purchase Order**

The granted contract/purchase order for the procurement of the stipulated goods is supposed to involve the application of the "**Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services.**"

For more information, the said document can be found at the following web link:  
<https://www.welthungerhilfe.org/news/publications/detail/terms-and-conditions-for-international-procurement-of-goods-and-services/>

#### **10. Offer Conditions**

Quotations should be valid for at least three (2) months.

Quotations must specify all details according to the tender text. Suppliers who do not receive a written feedback two weeks after the deadline for the bid submission will have to consider their bid being unsuccessful.

Quotations must be sent by email in PDF format **not later than the 4<sup>th</sup> of February 2019, 10:00 am**, to the following email address:

[procurement.turkey@welthungerhilfe.de](mailto:procurement.turkey@welthungerhilfe.de)

(with mention: tender TUR-1001-TND-001 Feasibility Study)

In case of any questions, please contact our procurement team at e-Mail address:

[procurement.turkey@welthungerhilfe.de](mailto:procurement.turkey@welthungerhilfe.de)

## TERMS OF REFERENCE

**Feasibility Study for a project entitled “Supporting Syrian under Temporary Protection in legalizing their status and facilitating access to existing social services” – TUR 1002**

**(“Unterstützung der syrischen Flüchtlinge bei der Legalisierung des Flüchtlingsstatus und Anschluss an ein breiteres Netz öffentlicher Schutzdienste“)**

### **1. Title:**

Feasibility study for a project entitled **“Supporting Syrian under Temporary Protection in legalizing their status and facilitating access to existing social services” (TUR 1002)** funded by the German Federal Ministry for Economic Cooperation and Development (BMZ)

**Project Duration:** 3 years, 36 months

**Total Budget:** around 2 Mio EUR

**Partners:** TKV (Turkish Development Agency), AA (Arts Anywhere)

### **Preferred timing of the engagement:**

Start date:	Mid-February 2019
End date:	Beginning of March 2019.
Submission of final report:	Latest Mid-March 2019.

### **2. Background:**

Welthungerhilfe (WHH) is the largest German non-governmental, non-profit and non-partisan organization, founded in 1962 and is working in Turkey since 2013 in the fields of humanitarian and emergency aid, protection and livelihoods support.

Currently WHH is in the process of developing a proposal to the BMZ, the purpose of this project is to facilitate access to available social services for Syrians under Temporary Protection (SuTP) in Turkey and provide relevant counseling and advisory services that are not yet or not sufficiently available from public institutions. The project is mainly targeted at SuTP in the South East of Turkey but will be open to members of the Turkish host community as well. In addition to the protection related outcomes, the project shall contribute to an improvement of the social cohesion between the refugee and the local host community through social and recreational activities.

### **Overall objective:**

Vulnerable refugees in Turkey are protected from harm.

### **Specific objective:**

The protection system in the target areas is improved and expanded, including local actors' capacity in refugee assistance.

### **3. Expected Results of the Action**

Result (1/4) -

Increased access of vulnerable refugees to (public) services.

Result (2/4) -

Vulnerable refugees receive high-quality, targeted counselling, protection and social services as well as support in access to employment opportunities

Result (3/4) -

Social Cohesion activities lead to a better and more harmonious living together.

Result (4/4) -

Relevant bodies are strengthened, and protection gaps identified.

Indicators:

# of persons under temporary or international protection receiving monthly resource-transfers through the ESSN or other mechanisms, including government welfare programs

%persons with increased/appropriate information on relevant rights and/or entitlements

# of SuTP with protection needs identified and referred to relevant external services (disaggregated by location, sector, nationality, gender and age)

# of SuTP to receive counselling, accompaniment and other support services with regards to accessing the national welfare system

# of vulnerable children attend recreational activities and / or receive specialized child protection services (disaggregated by location, nationality, gender, age)

# of social cohesion and recreational activities undertaken # of persons whose mental health state has improved through MHPSS counseling

# of persons whose legal issues have been solved through legal counseling

# of trainings and advise given on employment counselling and people finding access to employment opportunities

# of seminar given on trauma care, PTSD as well as legal refugee rights under temporary and international protection

# of outreach activities on Education, children's rights, GBV and other relevant protection matters

#### ***Description:***

The main objective of this project is to facilitate access to existing social services, and to provide relevant counseling and advisory services to individual refugees, in order to enable access to existing welfare schemes and services. Support needs that are currently still under-provided by government services, such as legal and MHPSS counseling, will be provided by the project.

Enabling access to existing services is facilitated through two partner organizations (TKV and AA) that will provide relevant support through Case Management assistance. Social events and activities will form an entry point towards communities and will at the same time contribute to an improvement of the social cohesion between the communities.

Additionally, refugees will be provided with up to date knowledge and information on all aspects pertaining to available services in the target locations, relevant procedures to apply, and refugee rights. This will be

delivered through awareness raising seminars and community outreach by mobile teams as well as Lawyers and Psychologists.

Since psychosocial support continues to be a gap, the direct provision of MHPSS activities (individual sessions and group PSS activities) will improve refugees' wellbeing by addressing anxiety, trauma, and integration challenges in Turkey. In addition, the method of group counseling sessions will be used to strengthen resilience and respond to similar identified needs.

Legal guidance (either through redress or referral to the Bar Association) will help with daily legal challenges and questions such as registrations of births, deaths, divorce cases, landlord/employer disputes. Often, legal accompaniment is needed for TP ID issues, for example in front of DGMM.

In all aspects, the project will closely work and liaise with governmental departments and public institutions to increase their capacities to successively transition from implementing such activities directly, towards handing them over to public service providers.

The partners under this action utilize their own networks within their districts and beyond and already enjoy good working relations with authorities on different levels in their location and area of expertise. Especially the cooperation with municipalities shall be focused on as a successful model in improving service provision for Syrian and non-Syrian refugees. Apart from the cooperation with these bodies, the cooperation with the Ministry of Family, Labour and Social Services (MoFLSS), the Social Assistance and Solidarity Foundations (SASF), the Ministry of National Education (MoNE), District Governorates, DGMM and PDMM will continue to be important in terms of referrals and access to services.

The role of WHH within this approach will be in capacitating the local partners in areas where there is need, be it administrative or procedural capacities (in finance or logistics for example), or knowledge about other aspects of the whole Project Cycle Management, such as M&E or reporting, which should ultimately enable the partners to directly access donor funding with a proven track record of relevant experience and expertise. WHH will also serve as a technical source for protection and social cohesion matters wherever partners have gaps in experience and expertise.

#### **4. Aim and objectives of the study:**

Welthungerhilfe is currently seeking an independent feasibility study of the above project, with a focus on examining the following:

##### **Main Questions:**

- 1. The current organizational capacity building needs of the two mentioned partners (TKV and AA) in Turkey.**
- 2. The need for such an intervention in the targeted area for the targeted beneficiaries.**
- 3. The potential sustainability of this project and risks to its success.**

Following guiding questions can be of help to be able to respond to the above mentioned:

- 1) What is the (current) situation in the sectors of protection and social cohesion for civil society organizations in the proposed target areas?

- 2) Who are the primary target groups of the project and what are their needs? Is there a demand for protection and social cohesion activities? Who would likely make use of it (ie SuTP or members of the host community)?
- 3) Who are potential Stakeholders (governmental and non-governmental) and where are their capacities and responsibilities? How can duplication or overlap be avoided?
- 4) What are the current demands/needs in organizational capacity building for the partners?
- 5) Is Mardin a relevant location for this approach?
- 6) What are the potentials for the activities to build a network and / or platform for other protection and social cohesion activities in the region?
- 7) Have the overall project goal and the proposed targets and outputs been properly defined? Are there alternatives to the proposed project or any of its components?
- 8) Which financial, institutional and human resources would be required? What additional support may the project partners need?

The results of the feasibility study will be used by Welthungerhilfe, as well as the project partners, to guide the project design and implementation. The results will furthermore be used to document the relevance of the project's approach for consideration in further interventions by Welthungerhilfe in Turkey.

#### **Criteria for the assessment of the project**

For the assessment of the feasibility of this project, the OECD/DAC criteria of relevance, effectiveness, efficiency, impact and sustainability apply.

**a) Relevance:** Are the planned project activities appropriate for addressing the problem?

- *Does the project approach address a key problem or constraint in the country?*
- *Is the approach in line with the needs of the target groups?*

**b) Effectiveness:** What is the most suitable project approach to achieving the objectives?

- *Are the measures and the chosen methodology suitable for reaching the project objective?*
- *What measures does the study recommend with a view to achieving objectives?*

**c) Efficiency:** Can the objectives be achieved in an economically efficient way through the planned project?

- *Are the financial, institutional and human resources proposed sufficient?*
- *Will it be possible to implement the planned measures within the time allocated for the project and based on the resources that are planned? Will it be possible to achieve the desired impacts, and will all that be possible in an economical and efficient manner?*

**d) Impact:** Will the project help achieve broader protection / social cohesion impacts?

- *Which objectives and impacts derived from the problem/needs analysis are to be achieved, and for what target groups?*



• *To what extent will the project have a structural impact, to what extent can it serve as a model, and to what extent will it have a broad-based impact?*

**e) Sustainability:** Will the positive impact last after the project has been completed (without further external support)?

- *How can sustainability of results and impacts be ensured and reinforced (in institutional, social and environmental terms)?*
- *Which socio-cultural barriers may impede the planned approach, and how can they be overcome?*
- *What negative consequences and impacts might result from project implementation? To what extent will it be possible to consider and address these risks in the project/project concept (e.g., Do No Harm approach, conflict-sensitive impact monitoring, etc.)?*
- *What risks are involved in project implementation? How can they be minimized?*

**The Feasibility Study report should be finalized within one week after the field mission, and should have a maximum of 15 pages, plus annexes. It has to be formulated in English language and should contain a summary of findings and recommendations.**

## **5. Methodology:**

The consultant will identify the appropriate methodology for the study.

The study should be conducted in a participatory way. To identify the feasibility of the proposed project, the consultant should employ participatory methods and approaches. The important tools may include desk analysis, review of secondary information, field visits/ observation, focus group discussions, key informant interviews and stakeholder's consultation at various levels in the program location. The following activities should be part of the feasibility study preparation process:

- Familiarizing with all documents and studies including TOR of the assignment;
- Desk review of relevant materials;
- Visits at project site – meeting the project communities and beneficiaries including observations and formal / informal interviews;
- Visiting project partners and relevant stakeholders;
- Analysis of information;
- Sharing of findings;
- Report write-up.

The consultant shall undertake a proper risk analysis, project the intervention into local development context, reflect on previous Welthungerhilfe experience in the region/sector of intervention, estimate resources needed, develop activity catalogue and make recommendations.



## **6. Timetable and phases of the study**

### *Tentative Timeframe:*

A total of 16 days from the second half of February 2019 is foreseen to conclude the study (3 days preparation, 10 days for interviews, data collection and analysis, 3 days report writing - negotiable)

## **7. Profile of the Company/ Consultant/ Study team**

The consultant/Study Team is expected to be:

- A reliable and effective consultant with extensive experience in conducting feasibility studies in protection projects in a similar context, and a proven track record in delivering professional results;
- Experienced with Civil Society Organizations and relevant capacity building measures
- Fluent in English; Arabic and/or Turkish proficiency a distinct advantage
- Experienced in the region.

## **8. Termination**

If the client finds that the consultant is not discharging its duties according to these terms of reference, it may at any time unilaterally terminate the contract and holds the consultant liable for all damages, financial and otherwise including advance payments.

## **9. Potential facilitation by WHH:**

WHH can offer to the consultant support during the field research. Management as well as field staff will be available to support the consultant in his/her work. Field staff can collect from the communities the information necessary for the consultant's field research based on questionnaires and trainings prepared by the consultant. WHH can also offer logistics and transportation in the field.

WHH expects to work closely with the consultant in its field visits and in drafting the recommendations.

## Annex 1

### Welthungerhilfe Supplier Qualification Form

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#### 1. We want some information about your company

Company Name	
Legal Form	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN, BIC, Swift, Currency)	
VAT-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	
For internal use of WHH only	

## 2. Policy Statement of Welthungerhilfe

### a. Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#).

#### Human Rights

- [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
- [Principle 2](#): make sure that they are not complicit in human rights abuses.

#### Labour

- [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- [Principle 4](#): the elimination of all forms of forced and compulsory labour;
- [Principle 5](#): the effective abolition of child labour; and
- [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

#### Environment

- [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
- [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
- [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

#### Anti-Corruption

- [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable. Further information is available on this website in different languages :

<https://www.unglobalcompact.org>

### b. Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of Welthungerhilfe to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Welthungerhilfe will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.

## **Welthungerhilfe Supplier Qualification Form**



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### **3. Supplier Declaration**

**We, \_\_\_\_\_ (name of company) hereby declare that**

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed. We assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation and occupational safety and health.
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the International Humanitarian Aid Community,
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the International Humanitarian Aid Community,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labor,
- k) we are informed that Welthungerhilfe will conduct a check to ensure that partners/suppliers do not appear on official sanctions lists of UN and the European Union.

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Date, Company Name, Signature of Owner of CEO, Name in Block letters, Stamp