

# INVITATION TO TENDER

## Humanitarian Aid for Syria – Needs Assessment Our Ref. SYR1066–TND–003 / SYR1067-TND-003 RFT 221875

Gaziantep, 30.09.2019

Welthungerhilfe (WHH) 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 German Federal Foreign Office, the European Union, USAID/OFDA, the United Nations and many other worldwide recognized donors.

Welthungerhilfe is looking to hire a contractor to conduct a needs assessment in the areas of nutrition, shelter, and protection in Gaziantep and Hatay.

### 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

Please see Terms of Reference.

### 3. Delivery conditions

The generated reports must be submitted to WHH in paper form, PDF and Microsoft Word form.

### 4. Delivery schedule

The needs assessment should be completed, based on the Contractor's proposed timeline, between **within 2 months from signing the contract**

### 5. Prices

All offered prices must be indicated in the EURO (€, Euro) currency only. Quotations stated in other currencies will not be considered during the awarding process. Prices must include, all related taxex including Value added Tax VAT and Stamp tax,

### 6. Ordering Party

Welthungerhilfe Turkey  
Binevler Mh. 23. Sk. No.8  
Sehitkamil / Gaziantep  
Turkey

### 7. Consignee

Welthungerhilfe Turkey  
Binevler Mh. 23. Sk. No.8  
Sehitkamil / Gaziantep  
Turkey

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

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

Patron:  
Federal President Frank-Walter Steinmeier

Supervisory Board (honorary):  
Marlehn Thieme, 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-Isenbeck

Chief Executive Officer:  
Mathias Mogge

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

Member of Alliance 2015,  
International NGO Network



## **8. Documents**

Following documents must be submitted before tender closing:

- Written quotation in EUR currency included of prices as indicated in paragraph 5. (Prices) of this document on company's letter headed paper that includes budget narrative and budget breakdown
- Registration form (commercial registry gazette, chamber of commerce registration, list of authorized signatures, company's owners identity information,... vs) or similar (applicable for new companies who did not previously sign contracts with Welthungerhilfe)
- Copy of VAT (updated)
- Company profile (applicable for new companies who did not previously sign contracts with Welthungerhilfe)
- Reference list that includes type of projects that has been implemented previously (applicable for new companies who did not previously sign contracts with Welthungerhilfe)
- Pre-qualification of suppliers (refer to Annex 1)
- Qualified contractors are required to submit a detailed proposal as specified in the Terms of Reference (maximum 20 pages)

### **The detailed proposal should include**

- Technical Approach:
  - Detailed methodology on how the contractor intends to achieve the objectives of the ToR and accomplish the tasks.
  - An illustrative work plan
  - Sample reports and previous experience
- Personnel Qualifications
  - Management plan, include the CV of key personnel (project manager/lead, sector experts (if any), etc.) and their experience relevant to this type of work
  - Staffing plan of personnel working on the project. Please specify all staff needed for this work.

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

Original Commercial Invoice (addressed to Welthungerhilfe, Turkey)

## **9. Payment Conditions**

The payment will be done upon receiving the final narrative monitoring report. The payment will be arranged by bank transfer within 10 days upon the reception of the invoice.

(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 15 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, Şahinbey/ Gaziantep.

(a) commercial invoice with valid banking instructions;

(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.

## **10. Penalties**

(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.

(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.

## **11. Force Majeure**

Given the volatile situation in the region, the report submission might be cancelled or delayed due to the event of force majeure like changes in rules and regulations of Turkey, military operations, natural disasters etc. In such case, it is Welthungerhilfe's right to cancel/ terminate the contract or suspend.

## **12. Selection Criteria**

Welthungerhilfe will prioritize the quotations as follows:

- **Tenderers not providing the requested quotation included of prices as indicated in the paragraph 5 (Prices) of this document duly signed and stamped with the other documentation as listed in the article "8. Documents" as requested will be by automatism excluded from this competition.**

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

The evaluation of proposal shall be done in two stages. During the first stage, the technical part of the proposal will be evaluated and rated. The technical part shall be evaluated based on the following:

1. Proposal approach and demonstrate the offeror understanding of the ToR
2. Proposal clearly demonstrate how the offeror will achieve the objectives and the tasks of the ToR
3. Proposal clearly demonstrate the offeror knowledge of the context and ability to work in targeted area
4. Illustrative work plan
5. Proposal address each requirement and goal set forth in the ToR
6. Personnel expertise in conducting assessments
7. Number of proposed personnel is sufficient to meet the ToR

8. Clearly demonstrate company's experience through past similar assessments
9. Organizational competence relative to the ToR including knowledge of and experience in working in Turkey

Unless the applicants can get satisfactory score, their financial offer shall not be evaluated. The percentage of evaluation criteria weight is as following:

- 70% technical evaluation
- 30% financial evaluation

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.

### **13.Reimbursement and support for proposal preparation:**

The cost of preparation of the financial and technical proposals is neither reimbursable nor can be considered as a direct cost of the project.

### **14. 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/>

### **16.Offer Conditions**

The quotations should be valid at least three (3) months.

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

Application must be performed online through the following web tendering portal not **later than the 14<sup>th</sup> of October 2019, 12:00 am CET** that is accessible through the following thread:

<https://eu.eu-supply.com/ctm/supplier/publictenders>

The related EU-Supply RFT id reference of the tender invitation is 221875, and the tender reference is SYR1066-TND-003 and SYR1067-TND-003.

Might you be a new applicant, to be able to use the EU supply web portal and to submit your application through it, you will have to register as new supplier through the following web thread: <https://eu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany>.

In general, all the inquiries about the concerned competition can be submitted through the EU Supply platform directly latest by **9<sup>th</sup> of October 2019 10:00 am CET time**. We will answer suppliers questions latest by the 9<sup>th</sup> of October 15:00 CET Time. In case of having any additional questions, please contact us on the following email address:

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

(with mention: tender SYR1066/1067-TND-003)

This tender invitation is valid without signatures!

## Terms of Reference

### Background

Welthungerhilfe (WHH) is one of the largest non-profit aid organisations in Germany with no political or religious affiliation. It was founded in 1962 under the umbrella of the UN Food and Agricultural Organisation (FAO). WHH provides emergency relief as well as long-term development aid to people in need worldwide. The fundamental principle of WHH is help for self-help: together with local partner organisations, we strengthen structures from the bottom up and ensure success of our project work in the long-term. In line with Core Humanitarian Standards, people in need receive assistance independent of political and religious affiliations, age, gender, race, colour, ethnicity, disability or health status.

In Turkey, WHH has been officially registered since 2013. Initially, we provided emergency assistance through, for example, aid packages including items such as blankets, clothes, mattresses and heating material during the cold winter. As the conflict in Syria continued and the humanitarian crisis worsened, WHH has adapted a more comprehensive approach, which aims to strengthen the resilience of people affected by the conflict.

Currently, in the provinces of Gaziantep and Hatay, WHH is implementing projects focusing on the sectors of Protection, Shelter, Nutrition and Basic Needs (seasonal financial support) for the Syrian refugee community as well as the local host population.

### Objective of the Needs Assessment

WHH is looking to hire a contractor to conduct a needs assessment in Gaziantep and Hatay, in nutrition, shelter and protection. The objective of the assessment is to understand the current needs of Syrian refugees residing in urban and rural setting in order to improve current projects services and develop future projects to serve those needs. The results will be widely shared, including with local authorities.

More specifically the contractor should:

- Provide a general profile of the affected population
- Provide an overview of the living conditions of the affected population in relation Nutrition, Shelter and Protection.
- Provide a sectoral analysis of the priority needs of the community in Nutrition, Shelter and Protection.
- Provide a general presentation of the situation of the affected population and identify what are the underlying factors that could influence the vulnerability of the affected population.

The Contractor is expected to undertake 5 major tasks to complete this assessment:

1. Design and implement household surveys for 2000 households in Gaziantep and 2000 households in Hatay, including a clear sampling methodology;
2. Design and implement at least 40 Focus Group Discussions, 20 in each location;
3. Design and implement at least 30 KII interviews, 15 in each location, with relevant stakeholders  
Cross-check and verify HH survey and FGD data with existing data sources (e.g WFP Comprehensive Vulnerability Monitoring Exercises report and the national ESSN Monitoring Reports by WFP, other regional and multi sectoral assessments), analyzing similarities and differences;
4. Cross-check HH survey and FGD data with local authorities/stakeholders; provide documentation of meetings with local authorities and report on substantial feedback/areas of disagreement from authorities/stakeholders;

### Geographic coverage and Targeted groups

Tentatively, in Gaziantep, the assessment will be focusing mostly on the urban districts of Şahinbey and Şehitkamil, and in Hatay assessment will be focusing on the districts of Altinozu (rural) and Antakya (urban). The selected areas are known to have a huge presence of Syrians.

Final target districts and communities, will be agreed on with the awarded contractor. **Please note that assessments in each province may take place at separate times.**

### Methodology

The Contractor will be expected to design and propose a pre-structured and pre-coded questionnaire(s) to facilitate data collection through household surveys, and one questionnaire to be utilized in Focus Group discussions (FGDs), for WHH review and approval. The questionnaire should be designed in a way to allow data segregation by gender, location (including community/neighbourhoods), age, education or any other segregation deemed necessary by WHH.



WHH anticipates questionnaire design to be a collaborative process with the winning contractor. Household surveys and questionnaires should include appropriate questions to gather information on the situation of current residents regarding nutrition, shelter and protection. **Illustrative** questions to be incorporated into the survey instruments include, **(but are not limited to)**:

- Nutrition
  - How often does the family have fresh food?
  - Do you have access to clean water all the time?
  - How often is meat consumed?
  - How much dairy is in the diet?
  - Does the household receive food basket rations?
  - How much bread is consumed per day?
  - What is the largest expense for the family each month? How much spent on food?
  - Is there a medical facility available to the family?
  - Do you have regular access to (meat/dairy products/canned goods/fruits & vegetables)?
  - Do your children have breakfast regularly?
  - Did you feed your child with only breastmilk in the first 6 months?
- Shelter
  - How are refugees living?
  - How many rooms in your apartment?
  - Do you consider your neighbourhood to be safe?
  - How many households live in the shelter?
  - How much is the average rental cost?
  - Are the sanitary available and if so sufficiently apart from kitchen or living quarters?
  - Are there camps in the area?
  - Do the living conditions compromise the residents' privacy or dignity?
  - Do the living conditions compromise the residents' safety? (eg door broken/cannot be locked, same for windows...)
  - Whats the damage level of the house?
  - Does it have access to wash services (ie, infrastructure in place)?
- Protection
  - Are they registered with the government (what kind of registration)?
  - Are they able to work?
  - Are there any persons in the household who are chronically sick or have a mental/physical disability?
  - Are kids in School?
  - Do they have easy access to markets?
  - Do they have easy access to public services?
  - What are the main protection gaps faced by the population?
  - Do you and your family have access to the humanitarian aid (including ESN-CCTE)

Potential interviewees may include **(but not limited to)**; Syrian refugees, host community, local authorities, public agencies. The list is just illustrative, and the contractor is expected to suggest a list of potential profiles to interview that meets the objectives of the assessment.

**Assessment Report:** The information should be presented in a report that includes, at a minimum, the following:

1. Executive Summary
2. Survey Background and Methodology
3. Survey Results
  - a. Overview of survey results, including tables and graphics illustrating results
  - b. results disaggregated by sectors, geographic locations, gender and any other segregation agreed on with the winning contractor; brief discussion/analysis and results highlights of each location and sub location
  - c. Analysis of data verification and cross-checking, i.e. similarities and differences between data collected via HH surveys and FGDs, and existing data sources, and analysis of why any reported differences may have appeared
4. Any operational challenges and How they Were Addressed

## 5. Conclusions and Recommendations

### Coordination arrangements – Roles and Responsibilities

- WHH M&E Expert in Turkey (or designate) will directly manage and coordinate the process with the Contractor. M&E Expert (or designate) will be the main point of contact and will ensure coordination between the Contractor and all relevant WHH staff and partners. Additional staff proposed by the Contractor should provide quality control over the financial, technical and administrative aspects of the contract.
- WHH Turkey will manage the contract and will provide funding directly to the Contractor in accordance with the terms specified in the contract.
- The Contractor should make the necessary arrangements and coordinate with WHH staff before field work to ensure no issues arise during field data collection. Relevant contacts will be shared with Contractor
- The Contractor will update the M&E Expert on progress of this activity on **a weekly basis via email no later than Monday 12 pm Turkey time.**

### Deliverables

All the Deliverables will be submitted to WHH **soft copy** (unless otherwise noted below).

- Inception report including a detailed Work plan and be approved by WHH
- Sampling methodology of beneficiaries and locations to be evaluated.
- Monitoring tools, in English and Arabic and/or Turkish, to be approved by WHH
- All raw data submitted to WHH electronically
- A detailed DRAFT Final Assessment Report (approximately 20-30 pages)
- Final Evaluation Report
- Brief Weekly email updates highlighting main activities, including, but not limited to, implementation plan, data collection in the field, etc, – due every Monday by noon Turkey time.

### Timeline

The needs assessment should be completed, based on the Contractor's proposed timeline, between **within 2 months from signing the contract**

# Annex 1

## Welthungerhilfe Supplier Qualification Form

Page 1 / 3

### 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	



## Welthungerhilfe Supplier Qualification Form

Page 2 / 3

### 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

Page 3 / 3

### 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