

**INVITATION TO TENDER**

**Nutrition Advisor Consultancy Nutrition Advisory Services for Hatay and Gaziantep**

# WHH Ref. SYR-1067-TND-002

*SYR-1067-SPR-079-GZT & SYR-1066-SPR-064-HTY*

Dear Sir/Madam,

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 nondenominational. 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 other worldwide recognized donors.

As part of its program in Turkey, WHH is currently undertaking nutrition-related activities such as awareness-raising group seminars and seeks to undertake individual consultations to contribute towards improving the dietary habits of vulnerable Syrian households as well as those of the local host community in the provinces of Gaziantep and Hatay.

## 1. General remarks and special conditions

The required service must be accordance to our requirements and specifications as mentioned in the attached Term of Reference as Annex-II

## 2. Delivery of services conditions

All the generated reports/Presentation must be submitted to WHH in PDF & Microsoft Word Format, and as hard copies too.

## 3. Delivery of services schedule

The required services shall start on or before 1st of October 2019 to 31 of March 2020; 10 working days each month, 5 days in Hatay and 5 days in Gaziantep (an average of 8 hours per day is expected)

Gaziantep ,9 September, 2019

Deutsche Welthungerhilfe e.V.

 Deutsche Welthungerhilfe e.V.

Binevler Mh. 23. Sk. No.8

Gaziantep

Turkey Tel. +90 (342) 336 02 09 www.welthungerhilfe.de

Procurement Department procurement.turkey@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-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

Mehrfach ausgezeichnet für transparente

Berichterstattung und hervorragende

Informationsvermittlung

## 4. Prices

Companies should quote their Nutritionist Consultancy Services on a Daily rate basis; for 10 days per month. Note that (WHH will be providing Accommodation during the 10 days services. in addition to transportation from/to City of origin to the city of duty station

All quotation prices must be indicated in Euro currency only.

Quotation received in other currencies will not be considered during the awarding process

Prices must include Value added Tax VAT, Stamp tax, and all applicable taxes

## 5. Ordering Party

Welthungerhilfe Turkey

Binevler Mh. 23. Sk. No.8

Sahinbey / Gaziantep

Turkey

## 6. Consignee

Welthungerhilfe Turkey

Binevler Mh. 23. Sk. No.8

Sahinbey / Gaziantep

Turkey

## 7. Documents

The following documents must be submitted before tender closing:

* Written quotation in EUR currency included of prices as indicated in the paragraph 4. (Prices) of this document, (duly stamped and signed in a PDF format)
* Copy of VAT (updated)
* Registration form (commercial registry gazette, chamber of commerce registration, list of authorized signatures, company’s owner’s identity information or similar (applicable for suppliers who did not work

with WHH previously)

* Reference list,
* Pre-qualification of suppliers (refer to Annex-I) of this document
* Copy of Nutritionist university degrees and any other relevant training courses
* CV of Nutritionist should match the requirements mentioned in Annex-II

## 8. Payment and supporting documents

The payment will be done on a monthly basis after receiving a valid invoice and after being approved by both head of projects,

Monthly invoice to be sent directly to ***Welthungerhilfe Turkey, Binevler Mh. 23. Sk. No.8, Şahinbey/ Gaziantep.*)**

The payment will be arranged by bank transfer within 10 working days upon the reception of the 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 the contract and should be approved by WHH,

## 10. Selection Criteria

Welthungerhilfe will prioritize the quotations as follows:

• **Tenderers not providing the requested quotation included of prices as indicated in the article “4. “Prices” of this document duly signed and stamped with the other documentation as listed in the article “7. Documents” as requested will be by excluded from this competition.**

The following raking criteria’s will be considered for the contract granting:

**1. 60% technical (including technical Expertise, related education, and quality of Nutritionist CV)**

## 2. 40% financial (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.

## 11.Force Majeure

Given the volatile situation in the region, the report submisson 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.Termination

The Company must act in accordance with the Core Humanitarian Standard (Annex 4) and Anti-Terrorism Policy (Annex 5) and the laws of the country of operation (Turkey). If Welthungerhilfe finds that the Company is not discharging its duties according to the above-mentioned standards and to this term of reference; it may at any time unilaterally terminate the contract and holds the consultants liable for all damages, financial and otherwise including advance payments.

### 13. 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-procurementof-goods-and-services/](https://www.welthungerhilfe.org/news/publications/detail/terms-and-conditions-for-international-procurement-of-goods-and-services/)

### 14. Offer/Tender Conditions

Quotations should be valid for at least seven (7) 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 delivered to the email address: procurement.turkey@welthungerhilfe.de strictly on or before : 19th of September 2019 , 10:00 Turkish time

In general, all the inquiries about the concerned competition can be submitted through the same email above address : strictly by latest by 16th of September 2019 17:00 Turkish time,

 for all correspondents please mention our tender ref : (SYR-1067-TND-002)

This tender invitation is valid without signatures!

# Annex-I 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](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html) in the areas of [human rights,](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/humanRights.html) [labor,](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/labour.html) [environment](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/environment.html) and [anti-corruption.](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/anti-corruption.html) [Human Rights](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/humanRights.html)

* [Principle 1:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle1.html) Businesses should support and respect the protection of internationally proclaimed human rights; and
* [Principle 2:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/Principle2.html) make sure that they are not complicit in human rights abuses. [Labor](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/labour.html)
* [Principle 3:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle3.html) Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
* [Principle 4:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/Principle4.html) the elimination of all forms of forced and compulsory labor;
* [Principle 5:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle5.html) the effective abolition of child labor; and
* [Principle 6:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle6.html) the elimination of discrimination in respect of employment and occupation. [Environment](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/environment.html)
* [Principle 7:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle7.html) Businesses should support a precautionary approach to environmental challenges;
* [Principle 8:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle8.html) undertake initiatives to promote greater environmental responsibility; and
* [Principle 9:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle9.html) encourage the development and diffusion of environmentally friendly technologies. [Anti-Corruption](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/anti-corruption.html)
* [Principle 10:](https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/principle10.html) 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](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

1. 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,

1. we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,

1. 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.

1. 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,

1. 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,

1. we are providing you with all the information required in connection with participation in a tender,

1. 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,

1. we have not been excluded as a contract partner by the European Community due to ethical issues,

1. 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,

1. we respect basic social rights and condemn child labor,

1. 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

### ANNEX-II TERMS OF REFERENCE

Nutrition Advisor Consultancy for nutrition advisory services for two projects.

**Preferred timing of the engagement:**

Start date: 1st of October 2019 End date: End of March 2020.

**1.Background:**

In Turkey, Welthungerhilfe (WHH) has been officially registered since 2013. Initially, WHH provided emergency assistance through 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. Project activities in Turkey focused on increasing food security through cash assistance and small scale agricultural activities. Also, support is provided through case management activities that enable individuals to access existing services, as well as social cohesion and skills-building activities through community centres with the aim of easing tensions, helping integration and improving relations between Turkish and Syrian communities.

As part of its program in Turkey, WHH is currently undertaking nutrition-related activities such as awarenessraising group seminars and seeks to undertake individual consultations to contribute towards improving the dietary habits of vulnerable Syrian households as well as those of the local host community in the provinces of Gaziantep and Hatay.

In order to develop the content of and professionally guide the implementation of this component. In order to organize the strategic implementation of these nutrition components, WHH is seeking to hire a nutrition advisor on a consultancy basis to advise projects in Gaziantep and Hatay for a total of seven months at 10 days per month (an average of 8 hours per day is expected). The advisor will focus 5 days on each of the two projects. Travel and accomodation will be covered by WHH.

**2. Main Duties and Responsibilities of Nutrition Advisor Consultant:**

1. Provide technical support to the ongoing projects for the preparation and implementation of the nutrition components.

1. Support the development and improvement of training materials to improve nutrition knowledge in the intervention communities. The trainings will focus on the following items:

-Pregnant and Lactating Women Nutrition (1)

-IYCF, 0-2 years old child Nutrition (2)

-Basic Nutrition Trainings for school-age children including food groups, healthy breakfast preparation (3) -Basic Nutrition Trainings for adults including hygiene, food safety and health food procurement, preparation and storage (4)

-Nutrition for specific chronic diseases including obesity, diabetes mellitus, cardiovascular diseases, hypertension, kidney diseases, digestive system diseases and eating disorders (5)

1. Advise and support the WHH nutritionist on the delivery of trainings content, agenda and scheduling in relation to project beneficiaries. Where needs be, the nutrition expert will also be involved in the delivery of either the individualized consultations or the group-based seminars.

1. Monitor and supervise closely target groups e.g. mothers’ groups, community and household levels to ensure that training and other nutrition activities are taking place as defined in the project documents.

1. Track progress of the nutrition activities’ implementation through regular and timely reporting.

1. Contributes and advises on approaches on training material for nutrition related trainings for beneficiaries, including methodologies and training material

1. Contributes his/her inputs to relevant questions for monitoring purpose on nutrition, to be able to evaluate the impact of the nutrition component and in particular the consultations, seminars and trainings conducted.

1. Take an active part in the monitoring part of the project, in order to evaluate the impact of the nutritionrelated activities.

1. Pro-actively support, advise and guide the project team in maximizing the impact of the nutrition component.

1. Contributing to a wider WHH strategy on nutrition within Turkey’s refugee context for WHH.

1. Contributing towards WHH’s work wherever else required.

#### 3.Specific Outputs

-Fully complete training material on the following nutrition-related module:

*(1)-Pregnant and Lactating Women Nutrition*

*(2)-IYCF, 0-2 years old child Nutrition*

*(3)-Basic Nutrition Trainings for school-age children including food groups, healthy breakfast preparation (4)-Basic Nutrition Trainings for adults including hygiene, food safety and health food procurement, preparation and storage*

*(5)-Nutrition for specific chronic diseases including obesity, diabetes mellitus, cardiovascular diseases, hypertension, kidney diseases, digestive system diseases and eating disorders*

-Evaluation and assessment of material on the teaching effectiveness and participant retention

-20-page final report to be delivered in March 2020 which focuses on the implementation of the nutrition components, the effectiveness of the implemented as well as lessons learnt for future, similar activities.

**4.Requirements**

1. University degree on Nutrition and Dietetics from a reputable university (a Master degree is an asset).

1. Several years of experience in NGOs as well at the context of nutrition in emergencies is an asset.

1. Proven familiarity with the region is preferred.

1. Excellent knowledge of Turkish and good knowledge of English is required, Arabic is an asset.

1. Solid computer skills, especially in MS Outlook, MS Word, AutoCAD and MS Excel.

1. Strong communication skills (written and oral) as well as proven analytical skills in conceptualizing and developing literature reviews are a necessity.

1. Strong visual communication experience (such as developing PowerPoint presentations or prior experience of working with graphic designers) is preferred.

**5.Timescale**

The duration of the consultancy will be from 1.10.2019 until 31.03.2020.

#### 6.Lines of Communication

The consultant will report to the project managers and will also coordinate closely with the programme department and the nutrition staff.

#### 7.Penalty Clause

If the outputs stated in section 4 are not submitted according to the deliverables and timeframe stated in this TOR, WHH reserves the right to partially withhold payment of the consultant’s fee.

-