

## ESSENTIAL CRITERIA

Bidder must meet the following criteria

- That they are not any prohibited parties or on government blacklisting **(Please provide confirmation)**
- Criminal records are needed from the team members **(Please provide the records)**
- Compliance with Save the children International standard policies **(Please sign and stamp our Policies and send together with your sealed bids).**
- All data collected and reported and in the draft and final report will strictly be used for SCI usage only and will not be distributed to any parties under any circumstances. Exclusive copyright belongs to SCI only **(Please confirm)**
- Letter of intent-(Proven experience in some content)  
Presentation of the Applicant articulating previous experience and familiarity with the context (max 2 pages).
- Presentation of the proposed Team Leader and all team members, (max 2 pages) and in addition their CVs attached any additional recruitments needs should be noted at the proposal at the proposal phase.(All team member must have work permit or Turkish Citizenship
- Technical proposal (max. 4 pages) articulating the proposed method for the assignment. Information regarding proposed, methodology, including the sampling strategy and limitations, along with field access strategy, work plan and a proposed timeline must be included.
- Financial proposal including a detailed budget breakdown must be submitted with technical proposal
- Reference letter from at least one similar assignment with contact person and contact details).
- The Applicant must either have a legitimate business /official premises, and must be registered for trading and tax as appropriate OR apply as an individual but hold a Turkish Citizenship in Turkey OR work as consortium of consultants eligible to issue receipts.
- If Applicant has legitimate business /official or is eligible to issue receipts, they must provide relevant documents. (for example, TAX registration documents or number, trade registry gazette copy and authorized signature list).
- Writing sample including methodology sections.

## CAPABILITY CRITERIA (60%)

- **Technical skills:** The Applicant must propose a multi-sectoral team as necessary, with technical expertise and excellency in Psychology, Social Work, Child Development, Education, Health, Anthropology and/or any other related field. The Applicant must also demonstrate proven

experience in designing, planning and conducting safe and ethical research and in challenging environments. %15

- **Familiarity with the context:** Strong familiarity with the international literature and issues related to MHPSS in humanitarian contexts and with the socio-cultural context in Turkey and of Middle East and the cultural, political and religious sensitivities relevant to the Syria crisis is needed. %5
- **Research project and Organisational experience:** The Applicant must show **evidence** of previous and successful provision of similar research services as presented under this ToR. Experience in the use of participatory techniques in data collection, sensitive to gender issues is necessary. %10
- **Data collection and information management:** The Applicant must demonstrate proven experience in designing effective data collection tools, qualitative and quantitative data analysis, and data management/ information systems, and show familiarity with Monitoring, Evaluation, Accountability, and Learning concepts. %5
- **Language Skills:** The Applicant must possess advanced English and Turkish writing and speaking skills. The Applicant must also indicate how it will manage upcoming language barriers either by securing interpreters or by having team members with necessary skills and sufficient experience in conducting focus group discussions for example Arabic and Farsi, the Farsi speaking group is primarily the Afghan community hence the dialect limitations should be considered (Reference and production of sample work required) %10
- **Working with children:** The Applicant must have proven experience and knowledge in the use of participatory and/or child friendly tools and methodologies. The applicant must complete a self-declaration about previous convictions, investigations or disciplinary action in relation to inappropriate behaviour towards children or vulnerable adults. %5
- **Country experience:** The Applicant or the proposed team must be familiar with the Turkish context, regulation, and the wider system affecting refugee and migrant children and young people in Turkey, including legal, protection, child protection, education, social service, and health/mental health. %5
- **Legality in Turkey:** The Applicant must verify ability to legally conduct the study and invoice the service fees pursuant to the accountancy practices applicable in Turkey. %5

#### COMMERCIAL CRITERIA (40%)

- Financial proposal including a detailed budget breakdown. (40%)