

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 their CVs attached, any additional recruitment needs should be noted 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
- For any field work the supplier must obtain necessary approvals from local authorities, any limitations concerning access should be mentioned in the 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 executive summary and methodology sections of a similar and relevant previous report.

CAPABILITY CRITERIA (60%)

- Technical proposal (max. 4 pages) including the scope of work, tentative methodology, any revisions to the key evaluation questions, team organogram, and tentative work plan. %35
- Team profile should meet minimum criteria as indicated in the TOR section 6. *Hired Firm's Staffing Profile*. %25

COMMERCIAL CRITERIA (40%)

- Financial proposal including a detailed budget breakdown of estimated costs (i.e. accommodation, plane tickets, translation, any transportation). **(40%)**