



Request For Quotation (RFQ) for Consultants for Advocacy Training - 21407

1 ABOUT HORAN FOUNDATION

Horan Foundation at a glance

The following is a brief of HORAN Foundation work as you may find more on the website and Facebook page:

The sectors where we work are: 1- Food security & livelihoods. 2- Education. 3- Protection. 4- Shelter & Non-food items. 5- Health. 6- WASH

The areas we cover are: in Syria (Idelb gov, Aleppo gov)

And the following is a summary of our work in the 2016 and 2017 Humanitarian response in the aspect of Syrian crisis:

HF implemented more than 75 projects distributed on the Humanitarian sectors in which we tried to covered different gaps in different communities in Syria and Turkey. We reached till 2019 more than 70,000 beneficiaries, in 129 different communities within a variety of sub-districts we reached with WASH, NFI, Shelter, Health, FSL, and protection services.

who are we?

Horan Foundation previously known as (Ahl Horan Association) was established in May 2012, and was registered in Switzerland and Turkey (Istanbul and Gaziantep) with main office in Turkey (Gaziantep). Currently the organization's operational offices are based in Syria (Afrin, Dana, Dare tazza, Termanin and Idleb). We are also a member of OCHA, and Humanitarian sectors in Turkey. For more information on Horan and its operations please visit www.horan.ngo.

2 TIMELINES

| Line | Item | Date, year, time, and time-zone |
|------|---|---------------------------------|
| 1 | RFQ publishing | 02 th Aug 2021 |
| 2 | Closing date and time for receipt of quotations | 09 th Aug 2021 |
| 3 | Contract award forecast | 12 th Aug 2021 |

3 SUPPLY REQUIREMENT

Horan foundation invites prospective suppliers to submit their quotation for Consultants for Training.

The Consultant's report of HORAN shall undertake this engagement in accordance to the Terms of Reference in SELECTION CRITERIA 21407.

4 TERMS OF BIDDING

Horan foundation, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate to provide Consultants for Training.

This competition is being conducted under HORAN's Multiple Quote Request procedure. The Contracting Authority for this procurement is HORAN.

Any queries about this RFQ should be addressed in writing to HORAN via email on procurement@horan.ngo, email subjects should contain the reference "21407, Consultants for Training".

5 CONDITIONS OF QUOTATION SUBMISSION

- Quotations must be completed in English.
- Bidders must respond to all requirements set out in this RFQ and complete their offer in the format provided in Section 8.
- In the event of a contract being awarded to a bidder that has knowingly withheld relevant information or otherwise misled HORAN in the evaluation process in any way, then that contract will be rendered null and void
- Any conflicts of interest involving a tenderer must be fully disclosed to HORAN particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer
- HORAN is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.
- Information supplied by respondents will be treated as contractually binding.
- Unsuccessful bidders will be notified.
- HORAN's standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order.
- This document is not construed in any way as an offer to contract.
- HORAN and all contracted suppliers and their subcontractors, associates or partners must comply in all procurement and other activities in strict accordance with donor requirements and the highest ethical standards.
- In case the bidder plans to engage a sub-contractor in order to complete the terms of reference of the Services, the bidder is required to submit all the technical and financial documents of the proposed sub-contractor.

- **Submission of Quotations**

Quotes must be delivered in one of the following ways:

Email to e.tender@horan.ngo and in the subject field state:

1. **"21407, Consultants for Training "**
2. **Name of your company**
3. **Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.**

If submitting by e-mail, please note that all documents attached to emails must either be in PDF format, or scans of hard copy documents. No excel, word or other 'soft copy' documents will be accepted and bids submitted using soft copy documents may be rejected.

In a sealed envelope to one of the following address:

**HORAN Organization,
1- İncilipınar mah.Nail Bilen Cad.Uğur Plaza Avm no 67 Şehitkamil Gaziantep
Gaziantep**

Your proposal, in original, should be sealed in an envelope addressed as follows:

Request for Offer for HORAN Reference "21407, Consultants for Training"

6 SUBMISSION CHECKLIST

| Line | Item | Tick attached |
|------|---|---------------|
| 1 | This document, with section 8 filled in and signed | |
| 2 | Financial offer in bidder's own format, conforming to the guidelines for submission in Appendix 1. | |
| 3 | Appendix 2 - Declaration of Personal and Legal Circumstances, signed | |
| 4 | Appendix 3 - Standard HORAN Terms and Conditions, signed | |
| 5 | 3 Client References | |
| 6 | Company Registration document | |
| 7 | Most recent Tax Clearance Certificate, letter of No Tax Debt, receipt of payment of taxes or similar from the country of registration. If the bidder is not eligible for tax, please include a letter to explain why. | |

7 EVALUATION PROCESS, ESSENTIAL & AWARD CRITERIA

The first phase of evaluation of the responses will determine whether the tender meets the essential criteria. These are:

ESSENTIAL CRITERIA

- Bid submission by the deadline.
- Submission of all supporting documents as outlined above in section 8. Language of submission must be English.
- All costs must be quoted in USD or TRY.
- The consultants has to be able to start the Third week of Sep 2021.

The second stage of the evaluation will involve an assessment of the bidders' personal and legal circumstances, economic and previous experience and CV, and technical capacity to fulfil the obligations of the Request for Quotation.

Each proposal that conforms to all of the above will then be evaluated according to the following Award Criteria. Any bids that do not conform to all of the above will be rejected at this stage.

AWARD CRITERIA

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

1. Price 40%
2. Timescale 10%
3. Previous experience & capacity 50%
4. Specification/quality & compliance with international norms

Marks for price will be awarded on the inverse proportion principle:

$$\text{Score}^{\text{vendor}} = \text{maximum score} \times (\text{price}^{\text{min}} / \text{price}^{\text{vendor}})$$

8- Company information – these sections MUST be completed

| | | |
|--|--|---|
| Name | | |
| Company Name | | |
| Address | | |
| Registration Number | | |
| Telephone | | |
| E-mail address | | |
| Website address | | |
| Year Established | | |
| Legal Form. Tick the relevant box | <input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Other (specify): |
| VAT Number | | |
| Directors names and titles | | |
| Please state name of any other persons/organisations (except tenderer) who will benefit from this contract. | | |
| Parent company | | |
| Ownership | | |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company by submitting additional tables in this format. | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates) | | |
| Provide details of any applicable Quality Assurance certificates or qualifications your company or employees have: | | |

Please include at least 3 (Three) references who may be contacted on a confidential basis to verify satisfactory execution of contracts:

Reference 1

| | |
|-------------------------------|--|
| Name | |
| Organisation | |
| Address | |
| Phone | |
| Fax | |
| Email | |
| Nature of supply | |
| Approximate value of contract | |

Reference 2

| | |
|-------------------------------|--|
| Name | |
| Organisation | |
| Address | |
| Phone | |
| Fax | |
| Email | |
| Nature of supply | |
| Approximate value of contract | |

Reference 3

| | |
|-------------------------------|--|
| Name | |
| Organisation | |
| Address | |
| Phone | |
| Fax | |
| Email | |
| Nature of supply | |
| Approximate value of contract | |

By submitting an offer under this request for quotation, Consultants for Training and procedures development -21407 , the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform HORAN of any changes in status of these matters

The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.

The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.

The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Turkey or any other state or country in which the tenderer is located or doing business.

Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency

The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Signed:

Print
name:

Position:

Company
Name:

Date:

Address:

Appendix 1: Terms of Reference "TOR"

TOR for Organizational Capacity Assessment and Advocacy Training Consultancy

1. General context/introduction:

Being the league of 8 NGO coordination networks, SNL intends to support its members through strengthening their capacity to respond to new challenges brought by COVID-19 context. There is a growing concern within the humanitarian sector on how to adopt these changing contexts while ensuring that NGOs continue to meet existing and emerging humanitarian needs in a principled and effective manner. Developing effective and responsive methods to contribute to planning the technical, administrative, and organizational development of organizations is crucial to ensure a better response and creating impact as we achieve our goals.

Syrian Networks League (SNL): a league that brings together the coordinating bodies of Syrian Civil Society Organizations, gathered by a transparent coordination mechanism within credible, pluralistic participatory frameworks, aiming at mobilizing the energies of civil coordination bodies to ensure the creative expression of the aspirations of Syrian Civil Society, and develop its initiatives with the aim of advocacy for its issues and building its capabilities to promote comprehensive development.

Syrian Networks League consists of eight coordination bodies. These coordination bodies include 185 organizations working in the humanitarian and civil fields in Syria, Lebanon, Jordan, and Turkey.

2. Objective:

The objective of the consultancy is to assess the institutional capacities of 48 local NGOs that are member to 8 networks on Advocacy, and based on the assessment, to execute a training on Advocacy with the aim of increasing their organizational capacity and enhancing their skills and knowledge on effective evidence-based advocacy, and policy influence relevant to their work, especially within Covid-19 framework.

3. Consultancy Activities

- a) Develop a tool for organizational capacity assessment (OCAT) to assess the communications and advocacy policies and activities of participating organizations
- b) Conduct the OCAT to 48 Local NGOs in a participatory manner
- c) Based on the results of OCA, identify capacity needs of organizations in relation to communications and advocacy
- d) Execute training session to address the capacity needs of organizations with focus and practical examples
- e) Manage the data during the consultancy process including data entering, data cleaning, data analysis, and produce visualized results
- f) Develop and submit quality consultancy report.

4. Expected Key results

- The organizational capacity of participating organizations in related to advocacy work is assessed
- The organizational capacity of Advocacy for LNGOs is improved

5. Timetable

| DELIVERABLES | JUL | AUG | SEP | OCT |
|--------------------------------|-----|-----|-----|-----|
| 1. Contracting with consultant | | | | |
| 2. Inception | | | | |
| 3. Advocacy OCA process | | | | |
| 4. Advocacy Training | | | | |
| 5. Final report | | | | |

7. Participant Profile

- 48 NGOs will be involved in the process
- Participating NGOs are members of the coordination networks of Syrian Networks League (SNL)
- Participating NGOs will be requested to nominate a staff who is currently or prospectively assuming roles related to advocacy and/or communications
- Advocacy training will last for 2 days

6. Supervision and reporting

The consultant will report to the chairman of the project committee, and will be supervised by the same person.

7. Profile of Consultant

- It can be an individual, an organization, or a company
- Proven record of experience in advocacy
- Demonstrated experience in carrying out similar assignments
- Extensive work experience and proven record in capacity development, advocacy, organizational / institutional development
- Strong analytical and excellent reporting skills
- Strong data management, analysis, and visualization skills
- Strong understanding of the Syrian humanitarian and political context
- Fluency in Arabic and English

TOR for Organizational Capacity Assessment for COVID-19 Adaptivity Consultancy

1. General context/introduction:

Being the league of 8 NGO coordination networks, SNL intends to support its members through strengthening their capacity to respond to new challenges brought by COVID-19 context. There is a growing concern within the humanitarian sector on how to adopt this changing context while ensuring that NGOs continue to meet existing and emerging humanitarian needs in a principled and effective manner. Developing effective and responsive methods to contribute to planning the technical, administrative and organizational development of organizations is crucial to ensure a better response and creating impact as we achieve our goals.

Syrian Networks League (SNL): a league that brings together the coordinating bodies of Syrian Civil Society Organizations, gathered by a transparent coordination mechanism within credible, pluralistic participatory frameworks, aiming at mobilizing the energies of civil coordination bodies to ensure the creative expression of the aspirations of Syrian Civil Society, and develop its initiatives with the aim of advocacy for its issues and building its capabilities to promote comprehensive development .

Syrian Networks League consists of eight coordination bodies. These coordination bodies include 185 organizations working in the humanitarian and civil fields in Syria, Lebanon, Jordan, and Turkey.

2. Objective:

The objective of the consultancy is to assess the institutional capacities of 48 local NGOs that are member to 8 networks to improve their organizational capacity to better respond to Covid-19 related challenges.

3. Consultancy Activities

- g) Develop a tool for organizational capacity assessment (OCAT) to assess their responsiveness and adaptability to COVID-19 related challenges
- h) Conduct the OCAT to 48 Local NGOs in a participatory manner
- i) Based on the results of OCA, identify capacity needs of organizations
- j) Rank organizations according to their COVID-19 adaptability
- k) Provide tailored advice and guidance for each ranking group
- l) Develop and submit quality consultancy report.

4. Expected Key results

- The organizational capacity of participating organizations in related to covid-19 adaptiveness is assessed
- The organizational capacity of LNGOs related to covid-19 adaptiveness is improved

5. Timetable

| DELIVERABLES | JUL | AUG | SEP | OCT |
|--------------------------------------|-----|-----|-----|-----|
| 6. Contracting with consultant | ■ | | | |
| 7. Inception | ■ | | | |
| 8. Covid-19 OCAT process | | ■ | ■ | |
| 9. Adaptability ranking and guidance | | | ■ | |
| 10. Final report | | | | ■ |

6. Participant Profile

- 48 NGOs will be involved in the process
- Participating NGOs are members of the coordination networks of Syrian Networks League (SNL)
- Participating NGOs will be requested to nominate a staff who is currently or prospectively assuming roles related to organizational development
- The workshop for participatory self-assessment process will last for 2 days

7. Supervision and reporting

The consultant will report to the chairman of the project committee, and will be supervised by the same person.

8. Profile of Consultant

- It can be an individual, an organization, or a company
- Proven record of experience in organizational assessment and capacity building
- Good familiarity with covid-19 context especially for Syrian humanitarian NGOs
- Strong analytical and excellent reporting skills
- Strong data management, analysis, and visualization skills
- Strong understanding of the Syrian humanitarian and political context
- Fluency in Arabic and English

TOR for Organizational Capacity Assessment for COVID-19 risk management

Training objectives:

- What does risk management mean and what is its importance in humanitarian work and civil society
- How to achieve effective risk management
- How to develop an effective strategy and how to identify new opportunities through improved advocacy skills.
- How to develop a strategic advocacy plan.
- What are the changes that have occurred in the means of risk management in light of the Corona pandemic

- The necessities and objectives of risk management within the work contexts of Syrian civil society
- Challenges of risk management in Syrian context
- Challenges of risk management during the spread of COVID-19 epidemic
- Means of risk management in light of COVID-19 epidemic

Topics to be covered:

This training should provide the participants with the required information as follows:

- Understanding risk management and how it can be used in humanitarian contexts
- Identifying risks and finding solutions
- Define risk management objectives
- Workplace stakeholder identification and analysis
- Cultural and ethical differences
- Strategies according to Syrian context
- Strategic planning for risk management

: Training outcomes:

At the end of the training the trainees will be:

1. Familiar with the basics of risk management within the contexts of the work of civil society
2. Familiar with the means required to maintain efficient risk management under the conditions of potential restrictions associated with the Corona pandemic
3. Achieving epidemic protection standards for those concerned

In addition to certificates of attendance for those who completed the training days by 80%

Bid validity:

I confirm that the above costs are an accurate reflection of the costs that will be charged to HORAN according to the information provided in this request for quotation.

Signed:

Print name:

Position:

Company Name:

Date:

Address:

APPENDIX 2: DECLARATION OF PERSONAL AND LEGAL OBLIGATIONS

To be completed by all bidders.

To: Horan Foundation

We, _____ (*Bidders name*)

Confirm that

- a. We are fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations (list relevant countries).

AND

- b. We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards and will apply any standards stated in this quotation and any subsequent contract with HORAN.

AND

- c. Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), HORAN is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of HORAN to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, we undertake to use reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future bids.

Signed: (Director)

Date:

Print Name:

Company Name:

Address:
