



Save the Children®

**SAVE THE CHILDREN
REQUEST FOR PROPOSAL (RFP) FOR**

**Yemen: Emergency Food Security and Resilience Programming
Award No: AID-FFP-G-13-00052**

Quasi-experimental study to evaluate the impact of program on resiliency

April 1, 2016

Save the Children Federation, Inc.

Headquarters

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Fairfield, CT 06825

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Save the Children Federation, Inc.

Accounts Payable Address

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Key Contact for Questions and Responses:

Sara Harden

Program Manager

202-794-1616

sharden@savechildren.org

STATEMENT OF CONFIDENTIALITY AND NON DISCLOSURE

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission by Save the Children Federation, Inc. (SCUS). This RFP and the information contained and referred to therein, whether verbally communicated or in written form, include confidential information about SCUS which is provided for proposal purposes only. Your firm shall regard and preserve as confidential this RFP and all non-public information related to the operations of SCUS and its affiliated organizations that may be obtained from any source as a result of this RFP process.

SCUS is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Introduction:

Save the Children Federation, Inc. (hereafter “SCUS”) is the world’s leading independent organization for children. We work in 120 countries, including the US and helped more than 166 million children, including more than 55 million children directly. We save children’s lives, we fight for their rights, and we help them fulfill their potential. We work together, with our donors and partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

SCUS is requesting competitive proposals from qualified vendors to act as SCUS’ primary lead consultant/firm for an impact evaluation of an Emergency Food Security Program in Yemen. The objective of this proposal is to obtain a *fixed price* contract for a 2 month period beginning May 2016 with the option to extend the contract for one additional month.

SCUS requests all prospective vendors to submit proposals as defined in the Request for Proposal (RFP). Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content. Unless otherwise stated all proposals will remain valid for a period of 90 days after submission. Proposals are not to exceed 15 pages in length and this includes methodologies, workplan, charts, appendices and attachments.

Objectives: *SC is seeking a lead consultant or firm to implement a quasi-experimental study to evaluate the impact of SC’s Emergency Food Security Program in Yemen on resiliency in targeted communities.*

Provisional Calendar of Events:

| | |
|--------------------------|--|
| <i>April 1, 2016</i> | Request for Proposal issued |
| <i>April 8, 2016</i> | Deadline to submit any questions related to RFP |
| <i>April 11, 2016</i> | Answers to any questions related to RFP issued to all vendors |
| <i>April 15, 2016</i> | An electronic copy of the proposal must be received at SCUS Headquarters by 5pm EST. Proposals must be addressed to Sara Harden (sharden@savechildren.org) and shall be clearly marked “Quasi-experimental study Yemen Proposal” in the subject line of the email. |
| <i>April 18-20, 2016</i> | Review of proposals by Procurement Committee |
| <i>April 22, 2016</i> | Contract winner determined and notified |
| <i>May 1, 2016</i> | Effective date of contract and/or transfer of services |

Evaluation Criteria:

After the final evaluation of the proposals, Save the Children will make the award to the offeror whose proposal provides the best value, considering both technical and cost factors. Technical and cost factors will be evaluated relative to each other, as described herein. The technical evaluation factors, taken as a whole, are of greater importance than cost or price in determining best value.

Offerors should note that these criteria: (1) serve as the standard against which all proposals will be evaluated, and (2) serve to identify the significant matters which offerors should address in their proposals. Each proposal will be evaluated on the criteria listed below and the criteria will be weighted according to the following allocations:

| Criterion | Points Possible |
|--|-----------------|
| 1. Cost Reasonableness | |
| Bidder offers lowest true cost of services while upholding required services or Bidder’s prices demonstrate an economically advantageous position for SCUS. | 25 |
| 2. Technical Approach | |
| This will evaluate the offeror’s proposed methodology and work plan. In the methodology it includes the understanding of the scope of work; appropriateness of the proposed intervention and clarity of the proposed deliverables. Under the Work plan it includes the organization of the tasks, maximization of time and clarity in the assignment of personnel. | 40 |
| 3. References & Reputation and/or Expertise & Experience | |
| Past experience in relevant field and corporate capabilities: This will include an evaluation of the capacity of the organization to perform the scope of work, review of previous experience in similar jobs, references about quality deliverables, etc. i.e: - Relevant experience managing similar accounts and services with public sector, especially non-profit - Bidder’s consistency, along with exhibiting expeditious behavior. -Clients experience positive | 35 |
| Total points possible | 100 |

Essential Criteria: Vendor submitting bids must meet the following:

1. Assurance that the Bidder is audited by an independent firm (if the bidder is a firm, rather than individual consultant). Provide a copy of the most recent audit report. This report will not count toward the 50 page limit.
2. Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase.

The proposal submitted will be the primary document upon which each Bidder will be evaluated. All proposals will first be screened to determine if the vendor meets the minimum qualifications outlined. Proposals that do not meet the minimum requirements will be automatically rejected and may not undergo further evaluation. SCUS reserves the right to waive any minor or technical defects or irregularities, and reserves the right to reject any or all bids.

Specification of Requirement (Scope of Work):

Background

In September 2013, U.S. Agency for International Development (USAID) Office of Food for Peace (FFP) awarded a two and a half year, \$14.8 million program to Save the Children in order to provide emergency food assistance in Yemen. The program aims to improve the food security and nutrition situation in two governorates by meeting immediate food needs for households that are most at risk, while simultaneously strengthening resilience by building small community assets and improving infant and young child feeding and hygiene.

While Yemen as a whole is suffering from multiple shocks and stresses, some governorates are more heavily impacted than others. Save the Children's designed program "Emergency Food Security and Resilience Programming in Dhamar and Sana'a Governorates" target districts in these governorates that are listed among the highest priorities in joint cluster exercises and are ranked high for both food insecurity and chronic and acute malnutrition. Once a village is selected, Save the Children implements relief and recovery activities through which villagers receive food vouchers for one cohort cycle and participate, when possible, in building small community assets (like terraces, roads, water points, water harvesting canals, and surface water pools) and in trainings to improve technical skills (in a variety of topics like mechanics, plumbing, masonry, carpentry, electric, sewing, sweets, and beauty). Mother to mother support groups, community volunteers and health care providers also receive assistance in or near these targeted villages in order to increase the adoption of key infant and young child feeding, care and hygiene practices. Over the course of three years, households organized in a total of three cohorts have received assistance in unique villages within the target districts during the program, but villages were selected for only one year of receipt of transfers (which varied from 4 to 6 rounds per cohort).

As the Yemen program is currently entering in its third year and final months of implementation, Save the Children has identified the need for a study that communicates the impact on resiliency at the district level where three years of assistance has been provided to different cohorts of households in distinct villages. In reviewing the program interventions to date, Utmah District in the Dhamar Governorate seems apt for selection given the quantity and types of activities (like asset building, skills trainings, and nutrition messaging) over the course of the three years that have been implemented with households in this area.

Purpose

Conduct a quasi-experimental study to assess to what extent the intervention of the Emergency Food Security and Resilience Program has impacted key indicators of resilience such as hunger, access to diverse foods, assets, and income in Utmah District. Additionally the study will assess the adoption of key IYCF practices among the target communities. Save the Children expects to use the information generated as a summative evaluation of the overall merit of multi-year emergency programming in building resilience in a geographic area; typically FFP emergency programs are limited to a shorter timeframe of less than 12 to 18 months. In response to the findings, Save the Children may determine whether to propose future multi-year emergency programming approaches to FFP and may share the findings with FFP for consideration of longer timeframe emergency program designs with resilience enhancing interventions in order to build and strengthen the economic and livelihood capacity of vulnerable groups of Yemen's population, thereby enabling them to withstand future shocks and difficulties.

Methodology and Scope

The aim of the study is to estimate the impact of the relief and recovery activities (food vouchers, skills training, IYCF practices training, and community assets) on the resiliency of the Utmah district over the course of three years.

USAID defines resilience to recurrent crisis as “the ability of people, households, communities, countries, and systems to mitigate, adapt to, and recover from shocks and stresses in a manner that reduces chronic vulnerability and facilitates inclusive growth.” More resources are available at <https://www.usaid.gov/resilience>.

Given the budget, time, and data constraints, as well as the political influences, an experimental design to evaluate the causal effects of the program is not feasible for this program’s impact evaluation. In reviewing the data we have available, we recommend using a quasi-experimental design, like a posttest comparison group design where another district serves as the comparison group. While the type of matching used to select the comparison group should be proposed by the offeror, Save the Children is open to proposals that use judgmental matching where consultations with experts, community leaders, and other relevant groups are combined with information from secondary sources (agency records, maps, any studies that have been conducted), and, if possible, visits to comparison sites.

Key determinants and resources to consult before the evaluator proposes a comparison group include:

- Geography and Climate
- Political Context and Security
- Macro-Economic Indicators and Poverty Trends
- Food Availability and Markets
- Nutritional status of children and women
- IYCF practices
- [FEWS Net Yemen](#) Food Security data
- [Yemen Spatial](#), an online food security mapping and charting tool with more than 100 indicators
- Program Proposal Geographic Justification (access provided after selection of offeror)
- Save the Children Yemen office staff (access provided after selection of offeror)

For the household selection, Save the Children used lists provided by the Yemen Government’s Social Welfare Fund (SWF) as a starting point, but adapted, refined and verified criteria and lists in coordination with community committees for final targeting criteria and beneficiary selection.¹ More details on criteria, like the fact that households that were displaced, headed by women, elderly, chronically ill, or disabled were prioritized for household interviews in the comparison group can be discussed with Save the Children after selection.

¹ The SWF provides beneficiaries with a monthly payment through the Post Office network. The SWF includes five categories (A, B, C, D, and E). Those beneficiaries on list A are the poorest; those on list E are the least poor. Currently, WFP gives a ration to those on lists A and B.

The program has collected baseline data for the first and third cohorts² of program participants on the following key indicators:

- Prevalence of households with moderate or severe hunger (Household Hunger Scale - HHS)
- Average Household Dietary Diversity Score (HDDS)
- Prevalence of exclusive breastfeeding of children under 6 months of age in targeted communities
- Percent of children 6-23 months of age in targeted communities who receive a minimum acceptable diet

The hypothesis to analyze will be: Districts receiving relief and recovery assistance have better access to food (and are therefore more resilient) compared to districts who did not participate in relief and recovery assistance activities.

Per this hypothesis, the study will seek to evaluate the effect of treatment of the relief and recovery activities (food vouchers, skills training, IYCF practices training, and/or community assets) in a district with vulnerable, food insecure households (independent variable) on the average household dietary diversity score and the percent of children who receive a minimum acceptable diet (dependent variables) for households. We propose that the evaluator investigate the effect on household food access, which indicates their ability to acquire sufficient quality and quantity of food to meet all household members' nutritional requirements for productive lives. We propose that children's access and consumption also be included through the minimum acceptable diet to track progress at simultaneously improving the key quality and quantity dimensions of children's diets, given the specific vulnerability of children. While there are several other aspects of resiliency that may be considered and analyzed, we have chosen these indicators given their importance for future programming. By analyzing the causal relationship between relief and recovery activities and these impacts we expect to prove or disprove the hypothesis.

The successful offeror will be responsible for completing at a minimum the following tasks:

- Review secondary data as well as project data provided.
- Select the project group and a comparison group using a justified matching method, approved by Save the Children US headquarters and Yemen Country Office and program staff.
- Develop tools for additional data collection.
- Train and supervise enumerators (either contracted by Save or proposed by offeror) in data collection in both districts included in the sample.
- Develop and oversee plan for data entry, cleaning and analysis of data.
- Estimate impact of the treatment of relief and recovery assistance in a district on vulnerable, food insecure households vis a vis the variables of interest using data provided to the offeror and collected by the offeror (via surveys, focus groups, key informant interviews, etcetera).
- Review data sets around the BCC efforts for exclusive breast feeding and hygiene promotion.
- Estimate the impact of the intervention on IYCF and hygiene practices.
- Summarize conclusions on causation and treatment effect of community asset building on the expected results.

² Baseline data was not conducted for the second cohort.

Deliverables

The successful offeror shall deliver to Save the Children the following deliverables, in accordance with the timeline below.

Deliverable No. 1: Work plan

The work plan shall specify the following details for each of the tasks included in the methodology and scope: the personnel responsible, dates for implementation (displayed in a timeline), sites of implementation and a short description of how the activity will be implemented. The plan shall also detail persons responsible, trips planned, meetings, and other intermediary activities needed to complete the deliverables on schedule.

Deliverable No. 2: Data Collection Tools

The data collection tools shall include a list of all questions on surveys and/or question guides that will be used in key informant interviews and focus groups. These shall be presented in Microsoft Word or Adobe Acrobat pdf.

Deliverable No. 3: Data tables with survey results

The deliverable shall include data tables in Excel or SPSS format, including individual responses to questions on each survey administered. Hard copies of the completed surveys used in the field shall be attached.

Deliverable No. 4: Draft report

The report shall be a word document, including data tables and analysis of the overall statistics on household food access, IYCF indicators (exclusive breastfeeding and the percentage of children receiving a minimum acceptable diet). Additional qualitative data on the resilience of the households in the districts should also be included.

Deliverable No. 5: Final report

The final report shall be a word document, including data tables and analysis of the overall statistics which is easy to read and contains at least the following sections: Executive Summary, Introduction, Methodology, Results and Discussion, Conclusions and Recommendations.

Timing/Duration

The activity is estimated at 50 days and will begin on or about May 1, 2016. The offeror shall deliver the following per the schedule set forth below.

| # | Deliverable Name | Due Date |
|----------|---------------------------------|---------------------------------|
| 1 | Work plan | 1 week after contract signing |
| 2 | Data Collection Tools | 2 weeks after contract signing |
| 3 | Data tables with survey results | 7 weeks after contract signing |
| 4 | Draft report | 8 weeks after contract signing |
| 5 | Final report | 10 weeks after contract signing |

Specific Qualifications and Requirements

Consultant or independent research firm and/or social, economic, and/or academic research organization with the following characteristics:

- The team manager must have a Master's or doctoral studies in a field related to statistical, econometric techniques, and/or impact studies;
- At least 8 years of experience conducting studies of experimental and quasi-experimental public policy, social assistance programs, and/or food security issues;
- Experience in using quantitative analysis (R, Stata, SAS, SPSS);
- Ability to communicate verbally and in writing in English (and preferably Arabic), including ability to explain concepts to non-technical audiences, and
- Availability and ability to provide consulting during the set period.
- The firm/lead consultant does not need to travel to Yemen. However, enumerators should either be identified within Yemen by the consultant/firm, or the consultant/firm should indicate in their proposal (including cost proposal) if Save the Children should facilitate identification and hiring of the enumerators.
- Preferred: Understanding of USAID FFP's indicators, and FFP's policy and guidance for monitoring, evaluation, and reporting for Emergency Food Security Programs
- Preferred: Experience working in Yemen and/or managing teams remotely from a neighboring country.

Request for Information:

Offerors are invited to submit proposals in response to this request. Save the Children is not obligated to execute a contract nor will Save the Children pay any costs incurred in the preparation and submission of the proposals. We reserve the right to reject any and all offers, if such action is considered to be in the best interest of Save the Children.

Offerors shall submit their offers electronically only. Faxed and hard copy offers will not be considered.

Please send the documents listed below via email to Sara Harden, Awards Manager at sharden@savechildren.org identifying in the subject line "Quasi-experimental study Yemen" by **5:00 pm April 15, 2016**. Save the Children may, at our discretion, consider late offers, but does not guarantee that late offers will be considered.

- A **Cover Letter** with the name and contact information of the offeror, the full name of the legal representative and the taxpayer identification number.
- A **Technical Proposal** with the following detailed sections:
 - **Proposed Methodology:** A description of the methodology to construct comparison groups and the technique expected to perform matching as well as the methodology to estimate the program's impact on the variables of interest.
 - **Personnel Qualifications:** An explanation of how the proposing firm staff or the individual qualifies for this consultancy. If you wish to make this consulting team,

include a brief presentation of the team and the division of labor among the key people involved.

- **Work Plan:** schedule of activities that includes the specific dates of the activities, responsible personnel, and expected presentation of deliverables.

- **Past Experience**

- A **short description of the company and organization**, with appropriate reference to any parent company and subsidiaries, that includes details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.
- At **least one example of a study or other document** drafted by the members of the firm or individual who demonstrates his ability to conduct quasi-experimental studies such as described in these Terms of Reference.
- A least two past performance references of similar work previously implemented as well as contact information for the companies for which such work was completed.

- **Cost Proposal**

- The price will be an all-inclusive fixed price. Offerors must provide a detailed budget organized by areas of salaries, travel costs, office expenses, communications etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances (lodging and meals), transportation costs to districts, printing costs, meeting expenses, etc. Offers must show number of people, quantities of units, unit prices, and total price. Do not include contingencies. Each category should be broken down by units and prices and include explanatory notes to understand how each category and the total is calculated. All cost information must be expressed in United States Dollars (USD) only.

Please direct any questions about the Terms of Reference to Sara Harden, Awards Manager at sharden@savechildren.org.

Conditions of Tendering

1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Evaluation Criteria** - the award criteria set out in the RFP.
- (b) **Bidder** - a person or organization who bids for the tender.
- (e) **Goods and/or Services** - everything purchased by SCUS under the contract.
- (g) **SCUS** –Save the Children Federation Inc., a non-profit organization with headquarters in 501 Kings Hwy East, Suite 400, Fairfield, CT 06825.
- (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCUS to the Supplier, or specifically produced by the Supplier for SCUS, in connection with the tender.

2. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in SCUS' sole discretion exceptional circumstances which have caused the delay.

3. Correspondence

All communications from Bidders to SCUS relating to the tender must be in writing (by email) and addressed to the person identified in the Cover Letter, with "Yemen EFSP Impact Evaluation" in the subject line. Any request for information should be received at least *five business days* before the Closing Date, as defined in the RFP. Responses to questions submitted by any Bidder will be circulated by SCUS to all Bidders to ensure fairness in the process.

4. Acceptance of tenders

SCUS may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCUS so wishes. SCUS is under no obligation to accept the lowest or any tender.

5. Alternative offer

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve SCUS' Specification) these may, at SCUS' discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. SCUS is under no obligation to accept Alternative Offers.

6. Prices

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

7. No reimbursement of quote expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

8. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCUS' employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognize the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCUS by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCUS' prior written consent, for any purpose except that of tendering for business from SCUS;
- not disclose the Confidential Information to third parties without SCUS' prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCUS;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify SCUS immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

9. Award Procedure

SCUS' Procurement Committee will review the proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one of them.

10. Information and Record Keeping

SCUS shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why their proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCUS receives the request.

11. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labor law or labor tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

12. Conflict of Interest

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCUS which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCUS and any other Save the Children entity, and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCUS the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

13. SCUS and Affiliates

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCUS or any other Save the Children entity if so required.

**SAVE THE CHILDREN (RFP) FOR
Yemen: Emergency Food Security and Resilience Programming
Award No: AID-FFP-G-13-00052**

Quasi-experimental study to evaluate the impact of program on resiliency

BIDDER REFERENCE FORM

All references must be from customers for whom your company has completed work similar to the specifications of this bid, with particular attention given to public agency accounts and at least two of the references must be non-profit organizations. Attach additional page if necessary.

References for: _____
(Company Name)

1. Company _____
Street Address _____
City, State & Zip _____
Contact Person _____
Phone _____ FAX _____ Email _____
Describe Scope of Work and dates of project/service:

2. Company _____
Street Address _____
City, State & Zip _____
Contact Person _____
Phone _____ FAX _____ Email _____
Describe Scope of Work and dates of project/service:

3. Company _____
Street Address _____
City, State & Zip _____
Contact Person _____
Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service:

RFP RESPONSE FORM (Optional)

Please provide information against each requirement.

Additional rows can be inserted for all questions as necessary.

Section 1 - Bidder's general business details

1. General information

| | |
|---------------------|---|
| Organization Name: | |
| Contact Name: | |
| Phone: | Fax: |
| Email: | Parent company (if applicable): |
| Address: | |
| Remittance Address: | |
| Tax number: | Organization Type (i.e. small, women-owned, minority, etc.) |

2. Please provide details of the type of your organization (manufacturer, distributor, etc.):

| |
|------------------|
| |
|------------------|

3. Please provide details of the primary products/services of your organisation:

| |
|------------------|
| |
|------------------|

4. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children. Provide resume(s) or brief description(s) of the qualifications of key personnel to be assigned to the account.

| Name | Job title | Role for Save the Children account | Direct telephone number | Email address |
|------|-----------|------------------------------------|-------------------------|---------------|
| | | | | |

5. Please detail what your insurance cover provides and what the maximum value is:

Section 2: Bidder capacity

1. Please detail the services you have provided in the past with client contact details.

| Services | Client (name, contact details) | Location, Date |
|----------|--------------------------------|----------------|
| | | |
| | | |
| | | |
| | | |

2. For the services requested please confirm your capacity to supply and lead times:

3. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract:

Section 3: Pricing proposal

1. Please indicate here the prices you are offering to Save the Children as part of this contract. Please refer to specification for details of what must be included.

| Product/Service | Unit | Price per piece |
|-----------------|------|-----------------|
| | | |
| | | |
| | | |
| | | |

2. Can you fix these prices for the duration of the contract?

Yes No

If not, please provide details of how long they will remain fixed?

3. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

Section 4: Confirmation of Bidder's compliance

We, the Bidder, hereby confirm compliance with:

- The required specification for the products and/or service
- The Conditions of Tendering

The following documents and items are included in our bid:

- Section 1: Bidder's general business details
- Section 2: Bidder capacity

- Section 3: Pricing proposal

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Acceptance by the Bidder:

Signature

.....

Name

.....

Date

.....

Company

.....