

INVITATION TO TENDER

Ethiopia

September 2023

Ref. No. ITT/IN-SCI-ET-2023-015

**TERMS OF REFERENCE (ToR) FOR SELECTION OF AN
INDIVIDUAL CONSULTANT THAT PROVIDES ADVISORY
SERVICE TO CASH WORKING GROUP**

SUBMISSION DEADLINE: 02/10/2023

QUESTIONS / CLARIFICATIONS: Sajit.Menon@savethechildren.org

FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

PART 1: INVITATION TO TENDER

- Introduction to SCI
- Project Overview and Requirements
 - Award Criteria
- Instructions & Key Information

PART 2: CORE REQUIREMENTS AND SPECIFICATION

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

PART 3: BIDDER RESPONSE DOCUMENT

Template to be used to submit response to this Invitation to Tender.

PART 1 – INVITATION TO TENDER

1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Our Vision – a world in which every child attains the right to survival, protection, development and participation.

Our Mission – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long term change to improve children’s lives.
- Improve children’s access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	
Outcome of Tender (CO to select one of the following options)	Contract – the successful supplier(s)/consultant will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.
Duration of Award	

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

3.2 CAPABILITY CRITERIA (60%)

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

3.3 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	13/09/2023
Deadline for questions from Bidders	25/09/2023
Deadline for Bid Submission	02/10/2023

The above dates are for indicative purposes only and are subject to change.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by:

Electronic Submission via Email

- Email should be addressed to ethiopia.bidsubm@savethechildren.org

- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be “ITT/IN-SCI-ET-2023-015 /Bidder Response – ‘Bidder Name’, ‘Date’”.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **02/10/23**

Bids must remain valid and open for consideration for a period of no less than 60 days.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Sajit Menon	Sajit.Menon@savethechildren.org

Please be advised local working hours are 8:00 AM- 5:00 PM Ethiopian Time.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. Introduction

Ethiopia is currently grappling with multifaceted crises. Global factors, including the repercussions of the global pandemic and the Ukraine conflict—particularly on food and energy supplies—intersect with local challenges. The country is also battling the effects of the climate crisis, manifesting as extreme weather events like floods and droughts. These natural phenomena exacerbate existing intercommunal conflicts, deepening the humanitarian crisis. As of 2022, these compounded issues have left approximately 23 million people in dire need of assistance.

Specific regions, such as Tigray, parts of Amhara, Afar, Western, and Southern Oromia, are deeply affected by conflicts. Coupled with droughts in the southern and northern regions, and the persistent threat of desert locust infestations, the country has witnessed significant displacements and a severe loss of livelihoods. These challenges have thrust large sections of the population into food insecurity and have led to socio-economic downturns. This has, in turn, diminished the overall resilience and coping capacities of the affected communities.

Protection concerns have been amplified, with notable increases in Gender-Based Violence (GBV), Child Protection issues (including cases of Unaccompanied and Separated Children or UASC), and instances of Sexual Exploitation and Abuse (SEA). Affected populations are also grappling with restricted access to essential services and basic needs like food, healthcare, water, and education. Consequently, many have been forced to resort to negative coping and survival mechanisms.

The Ethiopian Cash Working Groups (CWGs) initiated discussions in December 2021 concerning the development of a National Minimum Expenditure Basket (MEB) versus sub-national MEBs. The consensus, reached in a workshop held in December 2021 and confirmed in May 2022, was to create a national MEB. This National MEB aims to function as a benchmark to guide the development of regional MEBs. Regional MEBs, while adhering to the methodology of the national MEB, will incorporate adjustments reflecting variations in regional contexts, economic activities, cultural tendencies, local consumption patterns, and the specifics and intensity of localized crises.

2. Goal and Objective of Assignment:

The primary goal is to create National/sub-national MEBs complemented by a guidance document tailored for Ethiopia's Cash and Voucher Assistance. The envisioned MEB is intended to be an adaptable, continually updated tool.

3. Scope of work

Engage a short-term inter-agency expert under the Ethiopia Cash Working Group (CWG) to spearhead the formulation of a National Minimum Expenditure Basket (MEB) for Ethiopia.

4. Key Deliverables Include:

- Determination of the average household size relevant to the MEB
- Formulation of a basket that incorporates sector-specific and cross-sector needs, using insights from the Ethiopian Clusters. Additionally, the rationale behind the selection should be documented and agreement secured via ICCG
- Also other necessary baskets for Disability inclusion, refugees and region-based
- Analysis of current household expenditure data and livelihood patterns, in coordination with the Household Economic Analysis (HEA) team in Ethiopia, and other sources
- Interpretation of extensive Household Consumption and Expenditure Survey (HCES) data collected by the Ethiopian Statistics Service (ESS), and other evidence sources
- Assessment of prevailing market data, including regional commodity prices

- Creation of a standardized CVA/MPC transfer value based on an MEB Gap Analysis
- Other deliverables will be confirmed after desk review and consultative work plan stage

5. SCI Roles and Responsibilities

- Hiring the consultancy service is based on competitive and based merit-based selection criteria
- Complete written contract agreement based on SCI protocols and template
- Provide the necessary reference documents for the consultant (project proposal, project reports)
- Face-to-face or online consultations between the firm research team and SCI technical advisors, as needed.
- Facilitate other works as per the specified activity plan/ToR, and
- Provide technical review and approval of the context analysis re
- Effect payments of the service as per the contract agreement and on the accomplishment of the task according to the service agreement.

6. Accountability & Reporting Line:

The expert will be primarily accountable to and report their progress and findings to the CWG Coordination Team and the Strategic Advisory Group (SAG). A dotted administrative reporting line to Save the Children to update the contractual tasks.

Work Plan Development and Approval:

Upon commencement of the deployment, the expert will be responsible for developing a comprehensive work plan. This plan will outline the various phases of the assignment, key activities, and deliverables in detail. Once drafted, the CWG Coordination Team and SAG will review the work plan, and their endorsement will be necessary for its finalization and implementation.

7. Major Activities of the Consultant

1. Advocacy

Analyse trends of the Market environment, Raise awareness of CVA and MBP, Advocate for CVA and MBP, Organize Donor briefings on CVA, advocate for space for and leadership by national entities and local organizations, ensure support and rotation of leadership of the CWG including local representation.

2. Capacity Building

Assess Capacity Building requirements of CWG, clusters, local actors, government partners, and develop strategies for addressing gaps in skills and knowledge; transfer CVA coordination and advocacy skills to national/local counterparts through mentorship- and apprenticeship-type activities; lead capacity building activities (trainings, learning events, workshops, webinars etc) for: 1. CWG, 2. Cluster leads/stakeholders 3. Financial institutions 4. Social protection actors 5. Strategic decision makers 6. Government institutions...

3. Coordination

Coordination of CWG or other inter-agency cash platforms; Set minimum standards, common mechanisms and tools across partners; Establish MEB and transfer values with critical inputs from relevant sectors; Ensure routine inclusion and consideration of CVA and markets in multi-sector needs assessments including consolidating and/or collecting cross-sectoral market analysis; Systematically integrate CVA (and particularly MPC) in humanitarian response planning, monitoring and reporting; Facilitate government relations to provide an enabling environment for CVA respectful of humanitarian principles, including on KYC and financial regulation; Support and/or lead collaborative approaches in market assessments, FSP and contracting, feedback mechanisms and monitoring; Engage with clusters and other relevant actors and advocate for quality CVA and accountability to aid recipients (CEA, AAP...); Identify key challenges for the CVA response, including key risks and regulatory and legal issues; Engage with relevant entities (Governments, ICCG, HCT, FSP, development actors, CCD, SP) to ensure coordination and complementarity; Facilitate Capacity building gaps analysis

4. Technical support

Support to CWG or other inter-agency cash platforms to develop specific tools to improve quality in CVA; SOP for implementation of CVA; Situation/Response analysis; needs assessments and analysis; Risk analysis and mitigation measures; MEB and transfer value guidance; CVA best practices and recommendations; Stakeholder/FSP mapping; CfW guidance; Market Based Programming; Community Engagement and Accountability; feedback mechanisms; vulnerability analysis; Capacity assessments; Common delivery mechanism; digital identity and common beneficiary database; Multi-sector and sector specific market assessments.

5. Cluster/Inter-agency/CCD/Government/other platform support

Support to undertake multi-sector/risks/feasibility assessments; Risk analysis and mitigation measures; CVA best practices and recommendations to mentioned platforms; CfW guidance; Market Based Programming; Community Engagement and Accountability; feedback mechanisms; vulnerability analysis; Capacity assessments; Common delivery mechanism; digital identity and common beneficiary database; Multi-sector and sector specific market assessments; support to coordination/harmonization of CVA with sectors/other platforms; links between humanitarian and national or Social Protection actors.

8. Phases of Work and Expected Deliverables:

- 1. Desk Review Phase and Stakeholder Interviews:** The expert will begin by conducting a thorough desk review of relevant documents and resources. Concurrently, they will organize and carry out interviews with key stakeholders to gather essential insights and to determine any additional assessment needs that might arise during the assignment.
- 2. Work-plan Development:** Using the findings from the initial phase, the expert will draft the work plan. This plan will encompass details of assessments to be conducted and engagements with all regional subnational CWGs. This will also include decision on National or sub-national MEBs, or National MEB with regions Guidance with CWG SAG consultation.
- 3. Validation Workshop:** Once the preliminary findings are collated, a validation workshop will be organized. The purpose of this workshop will be to review the findings, gather feedback, and ensure alignment with stakeholder expectations.
- 4. Presentation of Final Draft:** The concluding step will involve presenting the final draft of the National MEB to the CWG, ICCG, and the Humanitarian Country Team (HCT) for their review and approval.

9. Payment modalities

- All payments are based on a signed contract agreement signed-off between the two parties and it is non-negotiable.
- All payments are effected in USD and through bank transfer to only legally registered bank accounts upon the approval of the technical team approval of service completion notes.
- Payment is effected monthly based on satisfactory delivery of milestones described in Section 8
- 15% withholding tax will be deducted from the whole payment.

10. Selection Criteria

Key Experts' qualifications and competence for the Assignment. Significant experience in Cash and Voucher Assistance, Economic Programming, and Market-Based Interventions. A master's degree or higher is desirable. A complete CV of the proposed experts has to be attached along with the proposal.

11. Ethical Considerations

- The consultant shall take utmost care and effort to protect participants (children) from any physical or psychological harm arising out of their participation in the context analysis work.
- The consultant should be willing to undertake vetting on SCI-child safeguarding policy & and procedures and sign off as part of the contractual agreement.
- The consultant will in particular ensure the anonymity of informants by coding their names and identities in the notes and records (including tape-recording) if they want to be unnamed.
- The consultant will also ensure that documents and computer files will be kept secure with passwords.

12. Duration of contract:

The contract will be for a duration of six months from the date of contract signing.

PART 3 – BIDDER RESPONSE DOCUMENT

I. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- Section 2 – Capability Questions
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
2	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI's Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded.	Yes / No	Comments
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
4	The Bidder confirms it is fully qualified, and have the required qualification and experience for the assignment.	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Copy of Masters or Degree certificate</i>	
<i>Evidence for having similar experience in the area</i>			

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response		
		Client Name	Contact Details (Name & Email)	Project Description
1	REFERENCES Bidder should submit their similar previous experiences testimonies that confirm their experience in providing services similar to those included within the scope of this tender. Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates. <i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i>			
		1)		
		2)		

SECTION 3 – COMMERCIAL QUESTIONS

GOOD / SERVICE	QUANTITY	UNIT PRICE per month	TOTAL PRICE for six months
Provide an advisory service for cash Working Group in Ethiopia Country Office	Six months		

Note: The consultant should include all its expenses like service fee, transportation, accommodation, any other misalliance expenses and the 15% Government withholding tax when they propose their monthly financial offer.

SECTION 4 – BIDDER SUBMISSION CHECKLIST


We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:

No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of qualification /Masters or Degree/	
	Past experience in the area of the assignment	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Documents	
Commercial Criteria Evidence	Completed Bidder Response Document	
	Completed financial proposal	

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	
Terms & Conditions of Purchase		
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	



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

Signature:

Name:

Title:

Company:

Date: