

INVITATION TO RFQ
occupied Palestinian territory
April 26th, 2026

RFQ-OPT-FO-2026-009 – Legal Support

SUBMISSION DEADLINE: <<05/05/2026 not later than 02:00 pm>>

QUESTIONS / CLARIFICATIONS: << [oPt.Procurement@savethechildren.org](mailto:opt.Procurement@savethechildren.org)>>

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

NO PAPER SUBMISSIONS WILL BE CONSIDERED

[PART 1: INVITATION TO RFO](#)

- 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 RFQ.

PART 1 – INVITATION TO RFQ

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	Legal Support to MoSD's National Child Council
Outcome of RFQ	Framework Agreement (Fixed Price) – the successful supplier(s) will be awarded a 'Framework Agreement'. Within the Framework Agreement the terms of services) with a spend cap up to 330,000 ILS shall be agreed, as well the conditions of supply (e.g., specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.
Duration of Award	2-year FWA with the winning bidder

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 RFQ Document.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent RFQ process and ensuring that all bidders are treated and assessed equally during this RFQ 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 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 RFQ process immediately. These criteria are scored as 'Pass' / 'Fail'.

3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

3.3 CAPABILITY CRITERIA (60%)

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

3.4 COMMERCIAL CRITERIA (30%)

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 RFQ 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 RFQ	26/04/2026
Deadline for inquiries from bidders	29/04/2026
Deadline for Bid Submission	05/05/2026
Award Contact	30/05/2026

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 RFQ Document**. 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 RFQ.

Bids can be submitted by either:

Electronic Submission via ProSave (Not by Email)

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a
Sourcing Event v2_fc

OR

Electronic Submission via Email:

- Submit your response and all the related documents to the following email:
oPt.Tender@savethechildren.org

No Paper Submissions will be Evaluated

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than 02:00 PM 05/05/2026.

Bids must remain valid and open for consideration for a period of no less than 90 days.

6.5 KEY CONTACTS

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

Name	Email Address
<<Supply chain unit>>	<<oPt.procurement@savethechildren.org>>

Please be advised local working hours are from 8:00 – 4:00 pm. Please allow up to 2 -3 days for a response.

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. SPECIFIC REQUIREMENTS

Save the Children (SC) International in partnership with the Ministry of Social Development (MoSD), is supporting the activation and unification of child councils under the framework of the Palestinian National Child Council Body.

MoSD has committed to establishing a unified national structure, culminating in the creation of a National Child Parliament by 2026. The Parliament is expected to include approximately 40–60 elected children (final number to be determined based on best practices), ensuring geographic representation, gender balance, and the inclusion of children with and without disabilities.

Save the Children's key interests in bidder's submissions will be:

- **Technical Expertise & Reliability:** The bidder must demonstrate strong legal expertise and proven experience in providing advisory services relevant to governance structures, child rights, and public or institutional frameworks. The services must be delivered in a timely, accurate, and professional manner, ensuring reliability and adherence to applicable legal standards.
- **Pricing & Value for Money:** SC is committed to the effective use of its financial resources. Bidders are expected to submit competitive financial proposals while ensuring high-quality legal services that represent best value for money.
- **Compliance with RFQ Requirements:** Bidders must submit complete and compliant documentation, including all required information, signatures, and stamps on all pages, as well as a fully completed checklist. Any submission that fails to meet these requirements or does not comply with SC's policies and procedures will be disqualified.

2. SPECIFICATIONS

Scope of Work:

The service provider will be required to provide end line services as per the attached TOR



Legal Advisory -
TOR.pdf

PART 3 – BIDDER RESPONSE DOCUMENT

1. 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 & Sustainability 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 RFQ.

- 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	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> ✓ Legitimate business address ✓ Tax registration number & certificate ✓ Business registration certificate ✓ Trading license ✓ Deduction at Source related to the required service <p>*Failure to submit the above documents will result in a 10% deduction of total payable amount as tax</p>	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
		Tax Registration Number & Certificate	
		Business Registration Certificate	
		Trading License	
5	The bidder confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.	Yes / No	Comments
6	Service provider is to provide proof of experience in related work	Yes / No	Comments

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Technical Evaluation 60% (Including Sustainability):

Item	Question	Bidder Response		
1	<p>REFERENCES Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this RFQ. Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.</p> <p><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></p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
2	<p>Understanding of the Assignment & Proposed Approach (20%)</p> <p>Evaluates the understanding of the objective to establish and operationalize the National Child Council / Child Parliament, including legal, institutional and child participation components:</p> <ul style="list-style-type: none"> - Understanding of two-phase approach (legal framework + elections & launch) - Clarity on child participation principles and safeguarding - Integration of regional and international best practices - Approach to inclusive representation (gender, disability, geography) - Bylaws & governance framework aligns with SCI and the Ministry of Social Development <p>Scoring:</p> <p>16–20% (Excellent): Deep, contextualized understanding; innovative, child-centered, and rights-based approach; strong linkage between all components (legal, operational, participation, safeguarding).</p> <p>11–15% (Good): Clear understanding with solid methodology; minor gaps in integration or innovation.</p>	Bidder Response		Attachment(s)

	<p>6–10% (Satisfactory): General understanding; approach is basic or partially aligned.</p> <p>0–5% (Poor): Weak understanding; unclear or inappropriate methodology.</p>		
3	<p>Work Plan (15%):</p> <p>Assesses the feasibility and structure of the proposed plan across the full assignment (May–October 2026), including all deliverables</p> <p>Key Elements to Assess: Alignment with deliverables timeline (legal framework, bylaws, operational systems, elections, training, launch) Coherent and logical phasing: Phase 1: legal/institutional development Phase 2: elections, capacity building, launch</p> <ul style="list-style-type: none"> - Realistic timelines and coordination with MoSD & SCI - Includes consultation processes, validation workshops & training and awareness activities <p>Scoring:</p> <p>12–15% (Excellent): Detailed, realistic, well-sequenced plan covering all deliverables with clear milestones and dependencies.</p> <p>8–11% (Good): Logical and feasible plan; minor gaps in timing or detail.</p> <p>4–7% (Satisfactory): Basic plan; lacks clarity in sequencing or deliverables.</p> <p>0–3% (Poor): Incomplete or unrealistic plan.</p>	Bidder Response	Comments
4	<p>Team Composition & Expertise (10%):</p> <p>Evaluates the extent to which the proposed team meets the multidisciplinary needs of the assignment.</p> <p>Key Required Expertise (as per ToR): legal / regulatory drafting, extensive legal background and for child rights (preferred), expertise in international law, Governance & institutional development. child participation & youth engagement & safeguarding.</p> <p>Experience working with government institutions (MoSD or similar)</p> <p>Clear roles and responsibilities</p> <p>Availability of senior experts and technical specialists</p>	Bidder Response	Attachment(s)

	<p>Scoring:</p> <p>8–10% (Excellent): Highly qualified multidisciplinary team covering all required expertise with strong relevant experience and clear roles.</p> <p>6–7% (Good): Competent team; minor gaps in specialization or role clarity.</p> <p>3–5% (Satisfactory): Meets minimum requirements but lacks depth or balance.</p> <p>0–2% (Poor): Inadequate expertise or unclear team structure.</p>		
5	<p>Previous Experience with International/Local NGOs (5%):</p> <p>Assesses the bidder’s experience working with NGOs and INGOs, especially in child rights, governance, or similar national-level initiatives.</p> <p>Experience with Save the Children / UN / INGOs / local NGOs, worked on or with child councils / youth parliaments or any youth engagement assignment, governance frameworks, policy/legal development</p> <p>Scoring:</p> <p>4–5% (Excellent): Extensive and highly relevant NGO experience with similar assignments and strong references.</p> <p>3% (Good): Relevant experience with NGOs; some similar projects.</p> <p>1–2% (Satisfactory): Limited or partially relevant experience.</p> <p>0% (Poor): No demonstrated relevant NGO experience.</p>	Bidder Response	Attachment(s)
6	<p>Sustainability (10%)</p> <ul style="list-style-type: none"> - The bidder demonstrates experience and understanding of local context 5%. - The bidder demonstrates willingness to minimize their travel and carbon footprint 5%. 	Bidder Response	Attachment(s)

SECTION 3 – COMMERCIAL QUESTIONS (40%)

- Only technically qualified proposals will proceed to financial evaluation.
- The proposal with the lowest price will receive the highest financial score.
- All prices must be quoted in ILS and **excluding VAT**.

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 legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents	
Commercial Criteria Evidence	Completed Bidder Response Document	

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

Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 TERMS AND CONDITIONS OF BIDI	
Terms & Conditions of Purchase	 TERMS AND CONDITIONS OF PUR	
Supplier Sustainability Policy and the included mandatory policies	 Save the Children Supplier Sustainability	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pc	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Pc	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation i	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bully	

IAPG Code of Conduct	 IAPG Code of Conduct for Agenci	
----------------------	---	--

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

Signature: Email:

Name: Contact #:

Title/Position: 2nd Contact #:

Company: Date: