

Request For Proposal (RFP)

August 31st, 2025

RFP_Local_Individual_Consultant_August_2025

RFP-OPT-FO-2025-002 –Consultancy Services

SUBMISSION DEADLINE: <<07/09/2025 not later than 4:00 pm>>

QUESTIONS / CLARIFICATIONS: << oPt.Procurement@savethechildren.org>>

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

PART 1: INVITATION TO RFQ

- Introduction to SCI
- Project Overview and Requirements
 - Criteria Award
- 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 RFP

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	Local Individual Consultant
Outcome of RFP	Contract with the winning bidder/s
Duration of Award	One-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 RFP Document.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent RFP process and ensuring that all bidders are treated and assessed equally during this RFP 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 RFP 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 RFP 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 RFP	01/09/2025
Deadline for inquiries from bidders	03/09/2025
Deadline for Bid Submission	07/09/2025
Award Contact	15/09/2025

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 RFP 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 RFP.

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_f

OR

Electronic Submission via Email:

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

OR

Paper Submission (Not by Email)

- Two paper copies submitted on headed paper to << Save the children office behind PEC DAR, Yasmine St. Rishmawi Building 2nd floor>>.
- Bids should be submitted in a single sealed envelope addressed to << Dina Morrar >>.
- The envelope should clearly indicate the Invitation to RFQ reference number (RFQ-OPT-FO-2025-001– Web Design), no other details relating to the bid or the bidder's name should be indicated at the envelope.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **4:00 PM 07/09/2025**.

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. Description and Information

Purpose:

Save the Children International (SCI)-oPt is seeking the service to support and enhance the accessibility of information for children. To this end, the SCI seeks to provide expert support to the ministry of social development (MoSD) as it leads the development of a comprehensive, inclusive, and actionable national action plan for children with disabilities (boys and girls) in the oPt. This plan is a core component of MoSD's strategic direction, directly contributing to the achievement of goals outlined in the MoSD Strategy 2025-2027. The consultancy will involve facilitating MoSD-led consultations with key actors, developing an evidence-based and actionable plan with a corresponding budget, and strengthening MoSD's capacity for coordination and implementation. This plan will serve as a guiding framework for MoSD and other relevant line ministries (including MoE, MoH, MOWA) to systematically enforce the rights of children with disabilities, with a specific focus on the unique needs of girls with disabilities. Furthermore, the plan will inform the programming and advocacy efforts of civil society organizations (CSOs), including Disabled People's Organizations (DPOs), and International Non-Governmental Organizations (INGOs), guiding national and local actors towards adopting inclusive, rights-based, and gender-sensitive approaches under MoSD's leadership.

Objectives:

- Conduct a situation analysis on the specific challenges, risks, gaps, needs and priorities for children with disabilities (boys and girls) in the OPT.
- Map and analyze existing legal, institutional, and programmatic frameworks related to children with disabilities.
- Facilitate inclusive consultations with relevant stakeholders, and with children with disabilities (boys and girls) and their caregivers.
- Identify barriers and priorities for protection, education, health, psychosocial support, and participation.
- Develop a comprehensive, actionable plan aligned with CRC, CRPD, and MOSD Strategy 2025-2027. The plan must be designed for integration within existing MoSD systems and structures.
- Propose mechanisms within the plan to enhance MoSD's capacity for effective multi-sectoral coordination, implementation, monitoring, and long-term sustainability of disability inclusion initiatives.

Deliverables:

- Inception Report: Outlining the detailed methodology, work plan, and timeline, reflecting a clear understanding of MoSD's requirements.
- Situational Analysis Report (data disaggregated by age, gender, and disability type)
- Stakeholder Consultation Summary Report
- Draft Comprehensive Plan for Children with Disabilities
- Validation Workshop (including participation disabled children and DPOs)
- Final Action Plan Document. The finalized, MoSD-endorsed plan, ready for adoption and implementation, including annexes with budget estimations and the MEL framework.

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

- **Pricing** – Save the Children has a duty to its beneficiaries and donors to ensure it manages its financial resources effectively to deliver best value for money. This includes achieving commercially competitive transportation rates.
- **Compliance - Bidders must provide complete documentation, including all necessary information, signatures, and stamps on all pages, as well as complete the checklist. Any supplier who fails to provide the required information or does not complete the checklist in accordance with policies and procedures will have their offer disqualified.**

2. SPECIFICATIONS

Scope of Work:

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

- Conduct a desk review of relevant legal, policy, and programmatic documents MoSD strategic plans, existing program reports, research studies, and international best practices related to children with disabilities.
- Collect qualitative data through interviews, focus groups, with children with disabilities disaggregated by age, gender, disability type and their caregivers.
- Engage stakeholders including line ministries, CSOs including DPOs, INGOs, and community-based service providers. to ensure broad ownership and input into the plan.
- Analyze findings to identify critical gaps in policy implementation and service delivery, proposing strategic, evidence-based interventions that can be integrated into MoSD's operational framework.
- Develop a comprehensive National Action Plan document that includes a clear vision, strategic goals, specific and measurable objective that includes measurable goals, cost interventions, defined roles and responsibilities and a monitoring and evaluation framework.
- Incorporate strategies for building MoSD's institutional capacity for plan implementation, coordination, and sustainability.
- Facilitate a validation workshop, led by MoSD, with key stakeholders, including children with disabilities and DPOs, to review and refine the draft plan.
- Finalize the National Action Plan document based on feedback received during the validation process, ensuring it is a practical tool for MoSD.

3. Guidelines For Submission:

Save the Children requests financial and technical proposals from qualified candidates.

I. Proposal

The interested party is expected to follow the framework proposed (below). However, they are also welcomed to propose additions or edits if they are aligned with the assignment goal and objectives. The interested party must submit a technical and financial proposal (including process, scope and timetable) maximum by **Sunday September 7th, 2025, no later than 4:00 PM**

II. Contents of proposal

- Full curriculum vitae
- Contact details of two recent references (references must be related to institutions)
- Payment will be made based on successful submission and approval of deliverables, according to the following mechanism:

Successful submission and approval of the Inception Report	25%
Successful submission and approval of the Situation Analysis Report	20%
Successful submission and approval of the Stakeholders Summary Report	10%
Successful submission and approval of the Draft Comprehensive Plan	10%
Successful implementation of the Validation workshop and its report	10%
Successful submission and approval Final Action Plan	25%

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 RFP.

- 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	
		Yes / No	Comments / Attachments
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.		
2	The Bidder and its staff (and any sub-contractors used) agree to comply with 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	Bidders to confirm that there is no potential conflict of interest with any of Save the Children staff.	Yes / No	Comments

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response	
Technical Evaluation (60%)			
1	For Individuals: Technical Proposal (25%): <ul style="list-style-type: none">- Understanding of the task 10%- Methodology 10%- Workplan and timeline 5%	Bidder Response	Attachment(s)
2	Curriculum Vitae (CV) of Consultant, the CV should clearly highlight, relevant qualifications and demonstrated experience in similar assignments, particularly those involving collaboration with government bodies, specific expertise or prior work in the Occupied Palestinian Territory (OPT) context (25%) <ul style="list-style-type: none">- Work Portfolio (relevance of past work to the current assignment 10%.- Quality and clarity of work samples provided 5%.- Experience working with government bodies 5%.- Experience in the OPT context or similar environments 5%.	Bidder Response	Comments
3	Bidders must provide the contact details of two recent institutional references (10%): <ul style="list-style-type: none">- Two references 10%- One reference 5%- Unavailable reference 0%	Bidder Response	Attachment(s)
4	Sustainability (10%) <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 (30%)





- 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**.

Note: A 10% income tax will be withheld from each invoice in compliance with local law. This applies when the supplier or service provider is not registered in the occupied Palestinian territory and does not provide a source of deduction certificate or issue a zero VAT invoice.

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 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	 1. Terms & Conditions of Biddir	
Terms & Conditions of Purchase	 SC-C-03B FWA (GDPR) Goods (EN).c	
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	
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We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title/Position:

Company:

Email:

Contact #:

2nd Contact #:

Date: