



REQUEST FOR PROPOSAL (RFP)

Shelterbox Türkiye Response Evaluation



**COMPETITIVE
BID INFORMATION**

Commercial in Confidence

Proposal Due Date:
9th April 2023

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“Since ShelterBox was founded in 2000, it has responded to over 250 disasters and humanitarian crises in over 90 countries, providing aid for well over one million people”

1. WHAT WE DO

ShelterBox is a charity that supports people overwhelmed by disaster and humanitarian crisis through the provision of emergency shelter assistance. We support people by facilitating access to high quality shelter and essential items. We maximise positive impact by reaching the people most in need of support and by working in close partnership with other humanitarian responders.

Since ShelterBox was founded in 2000, we have responded to over 250 disasters and humanitarian crises in over 90 countries, providing aid for well over one million people.

Our vision is to see a world in which all people displaced by disasters and humanitarian crises are provided with rapid emergency shelter and vital aid, helping them to rebuild their communities and lives. No family should be without shelter after disaster.

For further information visit: www.shelterbox.org

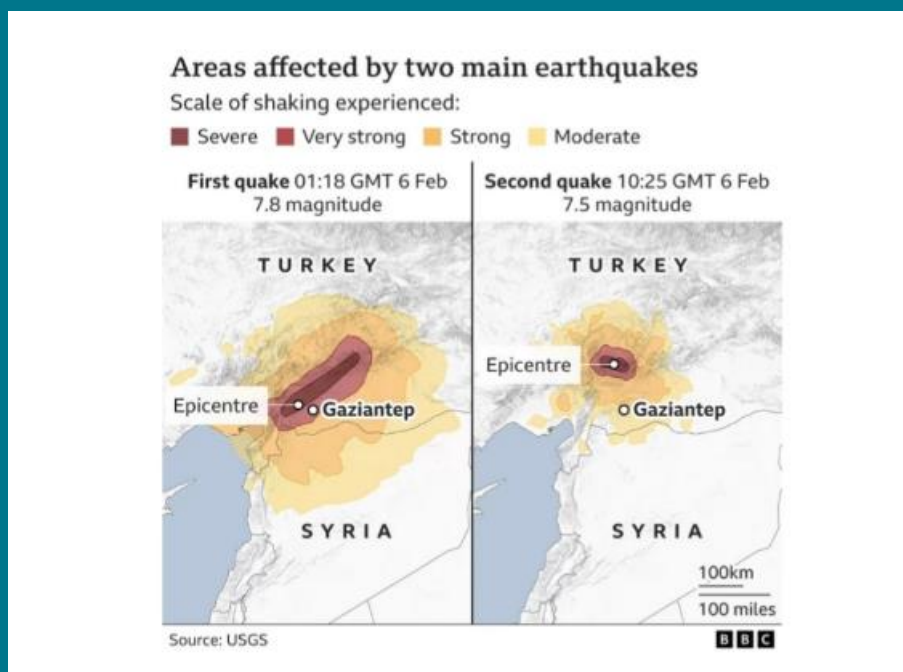


2. INTRODUCTION

On 6 February 2023, two devastating earthquakes, measuring 7.7 and 7.6 magnitude on the Richter Scale, struck Kahramanmaraş, Türkiye.

UNOCHA Situation report #4 (23 Feb 2023) stated:

“The devastating earthquakes in southern Türkiye on February 6, 2023 (magnitude 7.8 and 7.6) have killed a total of 43,556 people as of 23 February 2023 according to the Minister of Interior cited in media reports. More than 108,000 people have been injured due to the earthquakes, while over 448,018 people from affected areas have evacuated and relocated to safer areas, according to the latest official figures from Türkiye’s Disaster and Emergency Management Authority (AFAD) on 18 and 21 February 2023 respectively. Aftershocks continue and more than 7,100 have occurred since February 6 with the largest of 6.4 magnitude in Hatay on February 20, 2023, resulting in six additional people who lost their lives. A total of 164,321 buildings with 520,000 independent units collapsed or were heavily damaged, according to the Minister of Environment, Urbanization and Climate Change on 23 February 2023.”



ShelterBox and Rotary International (RI) partnered to respond to the shelter needs of the affected population, distributing emergency shelter and associated household items. The design of the project aimed to embed flexibility to respond to needs as they were identified and adapt to the changing operating context. Initially, the geographical scope focused upon four hubs (Adiyaman, Hatay, Malatya and Maras), but as the team gained a better picture, Antep was included due to higher levels of marginalisation and deprivation.

3. BACKGROUND

The response objectives were identified as:

The Project Impact

- Contribute to improved housing conditions for families affected by earthquakes in Southern Türkiye

Project Outcome

- People live in improved shelters that are adequate and appropriate.

Project Outputs

- 2,000 households are adequately protected from the climate through the provision of tents.
- 2,000 households can meet their routine needs through the provision of household items.

The assistance package was developed by the team, following a literature review and consultations with Rotary, AFAD, local Government in Municipalities and sector colleagues. Although there has been a move towards favouring more durable support options (such as containers) in urban settlements or camps, it was evident that in more rural areas tented accommodation was still a viable option. The provision of tents would allow families to stay at their homesites to continue with livelihood activities or stay in smaller localised settlements. This aimed to ensure that people were not required to relocate to seek shelter assistance in larger sites.

Item	Quantity
Family tents	2,000
Stoves (Plus Flu and Base plate)*	1,000
Mattresses	6,000
Blankets (High Thermal)**	8,000
Solar lights	4,000
Family hygiene kits	2,000
Woven Bags	2,000

* The decision was taken not to include Stoves in the second order due to the approach of Spring

**1 x additional blanket provided as this item has multiple uses beyond thermal comfort at night according to local sources

4. THE REQUIREMENT

ShelterBox are looking to contract a Consultant to undertake an Evaluation of the Türkiye response so that the effectiveness of the response can be quantified and lessons learned for future responses.

The Evaluation will provide an impartial assessment of the ShelterBox response to the earthquake in Türkiye serving the dual purpose of accountability and learning. It will assess both project process and outcome to better understand the extent to which objectives were achieved and emergency shelter was provided in a safe and accountable way to affected communities. The Evaluation will generate evidence to document and celebrate project success and good practice as well as identify the challenges faced, suggesting recommendations that will be relevant for future projects. Findings will support and strengthen ShelterBox project development and management and contribute to organisational learning and strategy.

4.1 Specific Objectives

The specific objective of this Summative Evaluation is to assess how well the project delivered timely and appropriate emergency shelter to earthquake affected communities.

Specific areas of inquiry will include:

- Assess the design (including partner identification), planning, delivery and management of the project in accordance with organisational processes and standards.
- Identify and assess key internal and external factors that have contributed to, affected, or impeded the project and how ShelterBox/RI have managed these factors.
- Assess the extent to which accountability to affected populations was realised: How did the project engage with project participants, identify priority needs, communicate objectives, and enable feedback mechanisms?
- Assess the extent to which the project achieved stated outcomes and outputs as articulated in the project proposal and logframe, improving living conditions.
- Draw key lessons and learning from the project and make recommendations that will help inform future ShelterBox projects.
- Assess the relevance, coherence, effectiveness, coverage, efficiency and timeliness.

Please note, the learning from the Evaluation is primarily intended to support ShelterBox organisational learning, and to support ShelterBox processes and practices so that we are better able to respond to future humanitarian crisis.

As relevant, it will be shared with RI and stakeholders to communicate findings and celebrate successes and recommendations.

5. PRINCIPLES AND APPROACH

The following principles underpin ShelterBox approach to Evaluation:

- Impartiality and objectivity – statements and judgements should be evidenced by data or evidence. Information should be triangulated, and critical thinking applied. This will provide the Evaluation with credibility and therefore make it more worthwhile.
- Centrality of project participants and project partners to enhance learning and further accountability to the affected population.
- Ethical approach, respecting people’s rights and dignity.
- Utility: The Evaluation will contribute to organisational and potentially sector learning
- Timeliness: The Evaluation will be carried out in a timely manner to best capture lessons and to be able to access stakeholders.

6. EVALUATION FRAMEWORK

The Evaluation will draw upon the following criteria:

Relevance

- Did the project reflect the needs and priorities of affected populations?
- Were the project activities and outputs consistent with achieving intended outcomes?
- To what extent did the project logic remain sound and as intended?
- Were accountability mechanisms embedded throughout the project?
- To what extent was the project able to adapt and provide appropriate response to context changes and emerging local needs?

Coherence

- Were project activities coordinated with other actors? What coordination mechanisms existed? To what extent did RI/ ShelterBox participate in coordination mechanisms? What were the advantages and disadvantages of doing so?
- Was the project design in line with organisational strategies and policies & national laws and regulations?

Effectiveness

- To what extent has the project achieved its outcomes? Did the delivery of inputs lead to timely implementation of activities resulting in success at output/outcome level?
- What factors have contributed to achieving or not achieving intended project outcomes?
- Were the target project participants reached as expected, were differential results observed for different groups/identity characteristics?
- Were project participants satisfied with the aid distributed?
- Have the Monitoring and Evaluation system delivered robust and useful information that could be used to assess progress towards outcomes and contribute to learning?
- Has the accountability system ensured participation, identification of needs, regular feedback/complaint from the community and provided a timely response?
- Did the project implementing model prove to be the most effective model: to what extent did the partnership contribute to a) project efficacy and b) organisational strategic objectives?

Coverage

- Who were the major groups in need of humanitarian assistance? Of these groups how did ShelterBox/RI select project participants?
- What, if any, were the differential impacts of this humanitarian assistance on different groups or subgroups according to identity characteristics?
- Was the assistance proportionate to needs and devoid of agendas?

Efficiency

- Was the project delivered in a timely manner? Were activities/outputs delivered on time?
- Did Value for Money (VfM) considerations/analysis contribute to decision making?
- Were alternative approaches/models assessed?

Timeliness

- Was the project developed and delivered in a timely manner responding to the needs on the ground?
- Were funds available in time during implementation of the activities to respond to new developments?

7. METHODOLOGY

The firm/Consultant is responsible for the development of the methodological approach which is expected to be most appropriate to achieve the aims of the evaluation.

Efforts shall be made to safeguard the inclusivity and engagement of relevant stakeholders to bring out their voices and to understand how they perceived the project.

Project data will be drawn upon from:

1. Needs Assessments
2. Baseline data
3. Endline findings
4. Project meetings
5. Project sitreps/reports

The Evaluation process will be compliant with data protection principles and 'do no harm' principles. Suppliers will also be required to sign ShelterBox's Supplier Code of Conduct as set out in the Conditions of Tender within this document.

The Programme Quality Team will act as the point of contact and support the process regards both quality assurance and logistical support. The Emergency Response Team will be available for Key Informant Interviews (KII), Focus Group Discussions (FGD), logistical/ planning support and the validation exercise.

The Evaluation is expected to involve:

- Desk research
 - Review of SB strategies/processes/project documentation/monitoring data.
- The Consultant will carry out online KIIs and FGDs with the project implementing team.
- The Consultant will be expected to travel to Türkiye to carry out:
 - KIIs with Rotary reps
 - KII with AFFAD/Municipality as appropriate and possible
 - KII with Project participants
 - FGD with women, men, youth, marginalised sectors (as appropriate)
 - KIIs with Community Leaders

8. CONTRACT & TERMS

The total consultancy period is 15 Days. This is inclusive of travel to and from Türkiye. Successful applicants will be provided with a SLA to cover this period.

The successful supplier will be required to agree and adhere to ShelterBox's Supplier Code of Conduct (available to view at: <https://www.shelterbox.org/wp-content/uploads/2019/10/Supplier-Code-of-Conduct-v3.pdf>).

9. BID REQUIREMENTS

Please note the Bid is expected to be inclusive of all costs for achieving The Requirement. While Shelterbox will consider reasonable requests for additional expenses if the situation warrants it we are primarily interested in a singular cost for the Bid.

Firms/individuals interesting in bidding must be legally registered to operate in Türkiye with formal access to visit and carry out research in the project locations.

The interested firm/Consultant should submit a technical proposal with a detailed Evaluation methodology, indicative work plan, and the overall approach to the Evaluation and an all-inclusive budget proposal. The Technical Proposal should demonstrate a plan for achieving the following deliverables:

- Inception report to an agreed template.
- Detailed data collection plans including time for ShelterBox Programme Quality to be able to conduct quality assurance.
- Plans for data collection to include multiple/diverse sources.
- Briefing and debriefing meetings in addition to the routine meetings and discussions with key stakeholders.
- The draft Evaluation report (based on ShelterBox template, incorporating comments and technical inputs from the reference group).
- A presentation at a validation workshop.
- The final evaluation report with a summary of the evaluation brief (2-pager evaluation brief per ShelterBox template).

The submission should also include the following:

- Company/ Consultant profile including a history of similar projects (if applicable).
- A cover letter.
- CV and biographies of independent Consultant/Consulting firm and key assessment team members (if any).
- References for each Evaluation team member or the firm.
- An example of a recent Evaluation report.

The selected firm/ consultant should possess the following minimum qualifications as follows:

- Higher university degree in humanitarian/development studies or any related academic discipline or an affiliation with a research institution.
- 5 of years evaluating humanitarian programmes, with experience in gender and protection in emergencies
- Familiarity with the OECD/DAC evaluation framework.
- Strong background in monitoring and evaluation, with experience in the use of quantitative and participatory qualitative methods of data collection.
- Excellent analytical, communication, writing and presentation skills in English.
- Ability to analyse complex information.
- Conversant with the context in Türkiye

10. TIMELINE

Suppliers interested in bidding should follow the steps in the timeline below:

- **Questions**

You're welcome to ask any questions about this RFP via email. These can be sent to:

tenders@shelterbox.org.

Questions can be submitted until **3rd April 2023**

We would also be happy to set up a call to discuss any queries you may have (if required). Q&A calls can be arranged to take place before **7th April 2023**

Please contact tenders@shelterbox.org if you wish to arrange a Q&A call.

- **Submission of written proposal**

Written proposals must be submitted by **4.00 pm on 9th April 2023**.

Proposals must be sent to: tenders@shelterbox.org.

When submitting your proposal, please include your availability for a presentation call within the dates set out in the next step.

- **Presentation call**

ShelterBox will review all written proposals and arrange presentation calls with bidders deemed to meet the requirements of this RFP. Calls are expected to take place from **13th of April**.

NB: Following the presentation calls and ahead of the target award date, please be aware that further questions and queries may be submitted by ShelterBox to bidders to ensure a comprehensive understanding of proposals is obtained.

- **Target award date**

ShelterBox aim to inform all bidders on the outcome of their bids on or by **18th of April**

- **Contracts**

ShelterBox aim to complete all contracts with the successful bidder by **30th April 2023**.

NB: ShelterBox reserves the right to extend or amend the timeline if necessary. All suppliers will be notified of any such amendment.

11. SUBMISSION PROCESS

Invitations to bid

There will be one supplier for the contract. However, ShelterBox reserves the right to place orders with another supplier for additional requirements if deemed necessary.

This RFP does not constitute an offer by ShelterBox. ShelterBox is under no obligation to award a contract to any bidder because of this tender process.

Submitting a bid

All responses to this RFP should be submitted as email attachments to tenders@shelterbox.org. Only PDF and Microsoft Excel file types will be accepted.

Bid pricing format

Bidders are required to provide complete and comprehensive pricing for all the requirements in Section 4 of this RFP. All pricing must be provided in GBP.

Award decision

ShelterBox plans to award this business to a supplier based upon the suitability of the proposed bid, expertise demonstrated, and best value in meeting the requirements of this RFP.

RFP updates

ShelterBox intends to provide all suppliers with complete and accurate information about this opportunity. If ShelterBox obtains any additional material information, including responses to individual suppliers' questions that could affect other suppliers, ShelterBox will share this information.

The contents of responses and the provisions of this tender document will be available for inclusion in final contractual obligations. Proposals must be signed by a duly authorised owner, officer or agent of the company submitting the bid.

Notification of award

ShelterBox will notify the successful bidder on the target award date in Section 7. At this stage, ShelterBox may negotiate with the successful bidder to finalise the offer.

12. CONTACT INFORMATION

Contact: ShelterBox Tender Team

Email: tenders@shelterbox.org

13. CONDITIONS OF TENDER

13.1 General

This tender document does not constitute an offer by ShelterBox. Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any bid by ShelterBox. ShelterBox is under no obligation to award a contract to any bidder due to this tender process.

ShelterBox further advises all suppliers that ShelterBox may accept any bid submitted; however, ShelterBox reserves the right to request best and final offers. ShelterBox may enter negotiations with more than one supplier simultaneously and award the business to any supplier in negotiations without prior notification to any other supplier.

13.2 Offer validity

Bids shall remain valid for 180 calendar days after the bid submission deadline.

13.3 Cost of bidding

The bidder is responsible for all costs associated with the preparation and submission of its bid. ShelterBox will not be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

13.4 Warranty

The Supplier warrants that the proposed services meet the required specifications set out herein.

13.5 Bid withdrawal

The bidder may withdraw its bid after submission, provided that written notice of the withdrawal of the bid is received by ShelterBox.

13.6 Right to accept or reject

ShelterBox reserves the right to accept or reject any bid, to annul the tendering process, and reject all bids at any time before contract award, without incurring any liability to the affected bidder/s or any obligation to inform the affected bidder/s the reason for ShelterBox's action.

13.7 Right to retender

ShelterBox reserves the right to retender where a viable offer is not presented for any or all parts of this tender.

13.8 Corrupt or fraudulent activities

ShelterBox will reject a bid if it determines that the bidder has engaged in corrupt or fraudulent practices in competing for the contract/s in question. A bidder suspected to have indulged in corrupt or fraudulent practices risks being prevented from participating in ShelterBox's future procurement opportunities.

13.9 Confidentiality

All information in this tender document or otherwise provided in connection with this tender is confidential and may not be disclosed, published, or advertised in any manner without written authorisation from ShelterBox.

All tender documents remain the property of ShelterBox, and all suppliers are required to return to ShelterBox or delete these documents upon request. ShelterBox and any third parties acting on behalf of ShelterBox will consider the responses to this tender confidential. Suppliers who do not honour these confidentiality provisions will be excluded from participating in future ShelterBox supply opportunities.



ShelterBox

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