

Pre-bid Meeting (Ref: RFP-TURA-2019-02 (LRPS-2019-9146919))

Short-Term National Institutional Consultancy on Strengthening the Capacity of Social Services Centers (SSCs) and Family Support Teams (ASDEP) under the Ministry of Family, Labour and Social Services (MoFLSS) and Other National Organizations, Turkey

**12 March 2019, 10:00-11:00 Ankara time
6th Floor Meeting Room, UNICEF Ankara Office**

QUESTIONS & ANSWERS

Child Protection Section went through the ToR and the selection process step by step. Below are the questions asked by participants and additional questions that might guide the bidders in preparing their proposals.

Questions & Answers

Q-1: What is the background of need for such a programme?

A-1: UNICEF is supporting the MoFLSS to strengthen the capacity of the Social Service Centers through the “Programme for Supporting Social Service Centers (SSCs) and Family Social Support Programme (ASDEP)” with a focus on Identification, Assessment, Referral and Case Management’. The programme includes a component of capacity building in child protection and case management, aimed at strengthening the social service workforce of the relevant units of the MoFLSS.

Q-2: What is the purpose of the assignment?

A-2: The purpose of the assignment is to support the Turkey Country Office (TCO) to develop and deliver particular products, with a focus on the MoFLSS Social Services’ Outreach Teams:

- Adaptation of the content of the Training Programme on Child Protection and the Training Programme on Outreach and Case Management to the Turkish system
- Delivery of Child Protection and Outreach and Case Management training programmes

Q-3: What are the minimum requirements for team members?

A-3: The assignment should be carried out by a team with proven experience in child protection and case management, with experience in designing and implementing adult training programmes. Team members should have a university degree in Development, Education, Sociology or Relevant Field in the Discipline of Social Sciences. The team should be aware about International standards in child protection and case management, situation, legal basis and practices in Turkey.

Q-4: Can bidders propose a different work schedule (ToR pages 3-4)?

A-4: Tentative workplan includes tasks and schedule for deliverables. Bidders are supposed to stick on the identified work schedule in the ToR. A proposal for changing the work schedule should be justified by the bidders and should be submitted in written. Any change request or suggestion should have a strong and relevant justification clearly elaborated under the relevant parts of the proposal.

Q-5: How many team members should the bidders propose?

A-5: Proposed team combination in the ToR is 4 experts. The team should be composed as follows: Team Leader/Coordinator, National Child Protection Expert, National Case Management Expert, Training Expert. Bidders are supposed to stick on the identified number of experts in the ToR. A proposal for changing the number of experts should be justified by the bidders and should be submitted in written. Any change request or suggestion should have a strong and relevant justification clearly elaborated under the relevant parts of the proposal.

Q-6: What is the deadline to submit proposals?

A-6: The Proposals must be received at the below address by latest 26 March 2019, Tuesday at or before 17:00hrs (Ankara time). Proposals received after the stipulated date and time will be invalidated. Due to the nature of this RFP, there will be no public opening of proposals.

Full proposals must be submitted in English and must be received not later than the closure date and time as one (1) original and three (3) copies, original one duly signed and dated. Bidders must submit a sealed proposal, ensuring separate sealed envelopes,
a)for the Technical Proposal, and
b)for the Price Proposal

all in one big sealed envelope. The price proposal must be submitted in a sealed envelope separate from the rest of the technical proposal. Prices or rates should not appear in any other part of the proposal. Sealed proposals must be securely closed in suitable envelopes and dispatched to arrive at the UNICEF Turkey Country Office indicated no later than the closing time and date. They must be clearly marked as follows:

-Outer envelope:

Name of company/bidder

Relevant RFP/LRPS number and Description of Tender

-Inner envelope-Technical proposal:

Name of company/bidder

Relevant RFP/LRPS number and Description of Tender

Ref: Technical Proposal

-Inner envelope-Price proposal:

Name of company/bidder

Relevant RFP/LRPS number and Description of Tender

Ref: Price Proposal

****Proposals received in any other manner will be invalidated.**

The proposals must be received at the below address:

Attention:

UNICEF Turkey Country Office, Ankara

Attn: Supply Unit

Yukari Dikmen Mh., Turan Gunes Bulv., No:106,

Yıldız Kule İş Merkezi, Kat: 7
Cankaya-Ankara/Turkey
Confidential/Ref: RFP-TURA-2019-02 (LRPS-2019-9146919)

Q-7: Is it necessary to quote for all line items in the financial proposal template?

A-7: Yes, it is important that financial proposals are fully completed and submitted to UNICEF Turkey CO. Please note that MS excel template for financial proposal has three spreadsheets. All of them are required to be completed. You may include additional explanation to your financial proposals in case it requires any clarification and if you want UNICEF Turkey technical evaluation team takes certain notes into consideration.

Q-8: Can we only ask questions via pre-bid meeting? What if we want to ask more questions?

A-8: You may send your questions, suggestions and requests to turkeyprocurement@unicef.org before the deadline. We will get back to you in maximum 2 working days. Take into consideration weekend. The deadline for submitting queries for this tender is 21st March 2019.

Q-9: Do you have any budget upper limit?

A-9: Information about the budget cannot be shared. Bidders should submit their financial proposals as per the TOR and financial proposal template attached with this RFP.