



Request for Quotation (RFQ) PR-TUR202405031

Date: June 4, 2024

On behalf of the Syrian American Medical Society in Turkey, I am kindly requesting quotation for the attached TOR for **(Midterm Evaluation of SAMS Türkiye PRM funded project)**

Who can apply?

Participation in this RFQ is open to local companies, who they can meet the following eligibility criteria:

Applying as a company:

- Registration documents required under the law of the country in which the company is established.
- Company profile highlighting main business expertise.
- Company's bank account details.

RFQ terms:

Quotation Validity:

Quotation should be valid for **60 days from** the RFQ due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If you/your firm is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

Performance of service:

SAMS is requesting service provider to cover the following services:

- Assess the relevance and effectiveness of the project strategies and activities to improve the quality of life of affected people in Türkiye and the extent to which it achieved this purpose via the health, MHPSS, specialized behavioral, and social cohesion activities undertaken.
- Assess project impact on improving the access to Health, MHPSS, Specialized services, and social cohesion services of affected people in Türkiye.
- Assess how successful the project was in engaging Syrian refugees and host community members in a responsive project design while at the same time maintaining an effective and responsive complaint, feedback and response mechanism (CFRM) system during the life of the project, while measuring the actionable response from SAMS and its partners based on the feedback received.
- Assess the extent to which the project interventions have improved the wellbeing of vulnerable groups including women/girls at-risk, people with disabilities (PWDs), and children, in line with the protection mainstreaming principles.

For more information can be specified in the below TOR (ANNEX II).

Period of implementation

The period of implementation of the tasks identified in the terms of reference should complete by the 3rd week of August 2024 after the signing of the contract by both parties (Expected in the 4th week of June).

Payment terms:

Service fees will be paid **shall be proposed by the contractor**.



Response deadline:

The deadline to respond is **Monday, June 24, 2024**, Quotations received after stated deadline may be considered invalid.

Delivery of quotations:

The bid must be submitted to the email: **tender-procurement@sams-usa.net** , indicating of **(Midterm Evaluation of SAMS Türkiye PRM funded project)** in the subject line.

All documents submitted in the bid, including the tender documents, shall be stamped/signed.

Required clarifications:

For any inquiries, please contact us via email (tur-tender-inquiry@sams-usa.net).

Evaluation of technical offers:

The quality of each technical offer will be evaluated based on the organization and methodology provided as well as the CV(s) of the proposed expert(s) and in accordance with the requirements indicated in the terms of reference.

Evaluation of financial offers:

Upon completion of the technical evaluation, the financial offers of offers that were not eliminated during the technical evaluation will be assessed.

Award Criteria:

The contract will be awarded to the bidder who offers the best price-quality offer, evaluating technical quality against price (best value for money).



Content of Offers:

Offers must contain the following documents:

1- Eligibility documents:

Company eligibility documents as listed above in the paragraph **“who can apply”**

2- Technical offer:

The Technical offer must consist of the documents listed below:

- Tender package documents filled as requested by the procurement unit in SAMS.
- Proposal including outline of evaluation framework and methods, including comments on the TOR, proposed timeframe and detailed work plan with number of days per phase and personnel specified.
- Proposed evaluation budget, with details about all costs (visa, travel, daily rate per consultant/team member, other costs).
- Cover letter clearly summarizing experience as it pertains to this assignment (max 1 page).
- Three professional references.
- CVs and evidence of past evaluations for each team member.
- At least one example of an evaluation report most similar to that described in this TOR and drafted by the consultant that will be drafting the SAMS report.

3- Financial offer:

The financial offer must be presented in USD as lumpsum by filling the below table:

Description	Unit	Total Price USD
<p>Conducting Midterm Evaluation of SAMS Türkiye PRM funded project in five locations</p> <p>1. Istanbul, Bsaksehir district - TMH Center</p> <p>2. Istanbul, Sultanbeyli, and Ümraniye, districts - RASAS Centers</p> <p>3. Gaziantep, Gaziantep City district- Şahinbey - SAMS MHPSS Center</p> <p>4. Gaziantep, Gaziantep City district- Şahinbey - SAMS Physiotherapy Center</p> <p>5. Kilis, Kilis City district - SAMS MHPSS Center</p>	Lumpsum	

4- Vendor registration form:

The completed vendor information form and vendor Self-Certification of Eligibility using the form listed in Annex I.



General Terms and Conditions:

- Issuance of this RFQ does not constitute an award commitment on the part of the SAMS, nor does it commit SAMS to pay for costs incurred in the preparation and submission of a bid.
- SAMS may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
- False Statements in the Bid:
Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
- Partial Quotations:
Accepted, Bidders may apply for 1 package.
- Conflict of Interest Disclosure:
Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in SAMS having to re-evaluate selection of a potential Bidder.
- Right to Select/Reject
SAMS reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. SAMS also reserves the right to reject any or all proposals received without explanation.
- Reserved rights:
All RFQ responses become the property of SAMS and SAMS reserves the right in its sole discretion to:
 - To disqualify any offer based on Bidder's failure to follow solicitation instructions;
 - To waive any deviations by Bidder from the requirements of this solicitation that in SAMS opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
 - Extend the time for submission of all RFQ responses after notification to all Bidders;
 - Terminate or modify the RFQ process at any time and re-issue the RFQ to whomever SAMS deems appropriate;
 - Issue an award based on the initial evaluation of offers without discussion;
 - Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.



SAMS Safeguarding Statement – Procurement

SAMS is committed to protect the served community from all forms of harm specifically sexual exploitation, exploitation, sexual abuse and abuse – SEA, to protect SAMS work environment from all forms of sexual harassment and harassment – SHH, to fulfill SAMS endeavors to protect children from child abuse and to stand against all forms of child labor¹, all SAMS collaborators² are required to adhere to SAMS safeguarding terms.

This Statement is a part of all contractual agreements that might take place between SAMS and any third party that could be considered as a collaborator according to SAMS terms. All contractual agreements with any collaborator cannot be officially acknowledged by SAMS unless if this statement is fully signed and acknowledged by the concerned third party, this extends to the level that SAMS will not accept any contractual agreement between any of SAMS country offices and any collaborator unless if this statement is included as an annex and fully signed simultaneously with the signing the contractual agreement.

a. *The Statement Terms*

1. The collaborator is prohibited from using child labor in the delivery of goods or services under this contract. For the purposes of this statement, child labor includes all full-time work by any child younger than 18 or the basic minimum age for completing mandatory schooling, whichever is younger and also includes any work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety, or morals of children ("hazardous work").
2. If any children in employment or in any other forms of contractual engagements will be used in the delivery of any services, this must be declared in writing to SAMS for approval prior to the start of work on the contract. As part of this declaration, any children between the ages of 15-18 must be specifically identified along with a description of their duties and work hours. In narrow circumstances and with prior written permission from SAMS, children from age 15-18 may perform part-time, non-hazardous work in the delivery of goods/services to the extent that it does not hinder their education or violate local and international laws.
3. If the collaborator is engaged in delivering services to SAMS beneficiaries, sexual relationships with beneficiaries by its employees will not be tolerated since they are based on inherently unequal power dynamics. They are also strictly prohibited from engaging in sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally, or exchanging money, employment, goods, or services for sexual favors.
4. The collaborator, its employees and its subcontractors are prohibited from engaging in verbal³ or physical abuse⁴ of any individual.
5. The collaborator, its employees and its subcontractors are prohibited from using any personal data of SAMS beneficiaries or SAMS staff for any purposes that may fall out of the defined scope of work within the contractual agreement and any use of SAMS data, out of the defined scope, must be requested, in written, and approved from SAMS senior management which may include SAMS HQ senior management in cases where the data hold by the collaborator are considered as a high sensitive data by SAMS end or in cases where the collaborator may hold personal data on SAMS served population or SAMS personnel.
6. Prior to any contractual agreement between SAMS entities and any collaborator, SAMS will perform the needed background checks regarding the collaborator including ATS checks, security checks and any other checks that SAMS might find the need to search about background and history of the collaborator.
7. Prior to any contractual agreement between SAMS entities and any collaborator, the collaborator is asked to sign SAMS code of conduct. The collaborator reserves the right to request clarification and induction on any documents provided by SAMS at the contracting stage.

¹ **Child labor** is defined as work carried out to the detriment and endangerment of a person under the age of 18 ("a child"), in violation of international law and national legislation. It either deprives children of schooling or requires them to assume the dual burden of schooling and work. Child labor is distinct from children in employment, which includes children performing work that is appropriate to both age and development (that does not affect their health and personal development), and that does not interfere with learning.

² **Collaborators and or affiliates:** individuals who work for SAMS as non-staff members including consultants, holders of Agreements for Performance of Work (APW), Special Service Agreements (SSA) or letters of agreement, Temporary Advisers, Interns, and volunteers, as well as third party entities such as vendors, contractors or technical partners who have a contractual relationship with SAMS.

³ **Verbal abuse** includes profane language, racist, ableist, or sexist terminology, and any other conduct that would be judged abusive by a reasonable person.

⁴ **Physical abuse** includes violent actions (including slapping, punching, kicking, pinching and throwing or damaging objects), creation of discomfort (refusing to turn on heat or air conditioning), repetitive or punitive work assignments, unpaid or poorly paid domestic labor, and any other conduct that would be judged abusive by a reasonable person.



8. Once the agreement is fully executed, SAMS will provide collaborators with information on the Safeguarding policy, accountability channels, and any pertinent standard operating procedures to ensure compliance with the policies set forth.
9. Collaborators have the duty to report any concerns or suspicions regarding sexual abuse or exploitation by humanitarian workers, whether in the same agency or not, they must report such concerns via established SAMS reporting mechanisms. Concerns can be reported anonymously to SAMS through the whistleblowing system⁵, CFRM, or SAMS safeguarding and accountability website [link](#).

2. **Violation of the statement**

In case the SEA, SHH or Child abuse case is committed by the collaborator or its employees, SAMS mandates to receive an incident report of the case within 24 hours and subsequent information on the investigation and implemented corrective actions. In the case that SAMS is not satisfied with the results of the investigation, SAMS holds the right to proceed with its own investigation or audit the investigation process. In the case of a collaborator abstaining from providing SAMS with timely reporting of incidents, SAMS reserves the right of terminating the collaboration agreement. In cases of SHH, and if the staff of a SAMS collaborator chooses to report the case to SAMS's accountability channels, then SAMS reserves the right to proceed with investigative procedures in accordance with SAMS Safeguarding policy and investigation protocol.

SAMS reserves the right to record of any individuals or entities found to have engaged in, encouraged or condoned acts of SEA, Child Abuse and or SHH from participating in future tenders, recruitments and entering into future contractual relationships with SAMS.

3. **Disclosure**

SAMS reserves the right to share information concerning cases of SEA, Child Abuse and or SHH committed by any of SAMS collaborators, its staff or its subcontractors with other UN agencies; INGOs and NGOs. When required, SAMS is keen to fulfill its commitment to the [Inter-Agency Misconduct Disclosure Scheme](#).⁶

b. Liaising with Local Authorities

SAMS Entities shall evaluate reporting safeguarding violations to appropriate legal authorities, assessing any legal obligations to report, as well as the interests of the survivor(s). Generally, reports are made, unless a report is judged likely to cause greater harm to existing victims or potential future victims, or in case the survivor has given a written statement stating the refusal to communicate the case with the local authorities. In the case of a survivor's refusal to report the case to the authorities, SAMS will be bound to this statement respecting the survivor wishes, but will also fulfill the responsibility of explaining the importance of engaging the local authorities on the case.

⁵ Whistleblowing system is available both at the HQ and in-country level

⁶ **The Scheme** was launched in January 2019 to address the specific problem of known sexual abusers moving within and between different humanitarian and development agencies. As at March 2021 it has over 70 organizations and affiliates in various stages of implementation, with several other organizations preparing to implement.



ANNEX I - Vendor Information Form

Company Name	
Acronyms, Abbreviations, Aliases	
Previous names of the company	
Address	
Website	
Phone Number(s)	
Primary Contact	Name: _____ Phone Number: _____ Email Address: _____
# of Staff	
Name(s) of Company Owner(s) or Board of Directors	
Parent companies, if any	
Subsidiary or affiliate companies, if any	

• References

Client Name:	Contact Name: _____ Phone: _____ Email Address: _____
Client Name:	Contact Name: _____ Phone: _____ Email Address: _____
Client Name:	Contact Name: _____ Phone: _____ Email Address: _____

• Financial Information

Bank Name and Address	
Name under which company is registered at bank	
IBAN (Currency)	



Vendor Self-Certification of Eligibility

In order to meet certain donor regulations, the Syrian American Medical Society (SAMS) requires its offerors to certify that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not presently bankrupt or have suspended business activities on the basis of insolvency.
3. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
4. They maintain high ethical and social operating standards, including:
 - Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions;
 - Humanitarian neutrality: Ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
 - Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
5. Company warrants that, to the best of its knowledge, no Syrian American Medical Society (SAMS) employee, officer, consultant or other party related to Syrian American Medical Society (SAMS) has a financial interest in the Company's business activities. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future Syrian American Medical Society (SAMS) procurement.
6. Respect the laws and regulations applied in the country and obey to the set of rules that are prescribed by the Turkish authority.

By signing the Supplier Information Form, you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual. Any inaccuracy in the information filled herein will be used as ground for removal from or termination of the qualification process.

Company Name: _____

Name of Representative: _____

Title: _____

Signature/Stamp: _____

Date: _____



ANNEX II

Evaluation Terms of Reference

Midterm Evaluation of SAMS Türkiye PRM funded project

Country: Türkiye

Duration: July 2024 – Aug 2024

Reporting to: SAMS Türkiye office

1. BACKGROUND INFORMATION

1.1 Background on the context

SAMS program funded by PRM aims to improve the health and well-being of beneficiaries while strengthening the social cohesion among refugees and host communities in Türkiye, by ensuring their access to essential specialized behavior services, MHPSS services, Physiotherapy, Hearing, and Speech therapy for Syrian refugees and host communities in Türkiye targeting Gaziantep, Kilis, and Istanbul. The program aims to strengthen the capacity of essential health service delivery for Syrian refugees while also strengthening the social cohesion between refugees and the host community in targeted provinces. The program adopts a coordinated and integrated approach, focusing on direct interventions and partnerships with other humanitarian organizations to address the needs of affected populations. SAMS operates two MHPSS centers in Kilis and Gaziantep, as well as a physiotherapy center in Gaziantep. In addition to these direct services, the project collaborates with two implementing partners, RASAS and Take My Hand, to extend its reach and impact in Istanbul. These partners provide a range of services, including MHPSS, physiotherapy, and specialized behavioral services. The table below summarizes the locations, type of service and targeted populations:

Locations	Center Name	Type of Services	Targeted Vulnerable Groups
Istanbul, Bsaksehir district	TMH Center	Specialized behavioral services (for ASDs), MHPSS services	Syrian and non-Syrian refugees, host community members, men, women, and children, including persons with disabilities and older persons, GBV survivors, and children with ASDs.
Istanbul, Sultanbeyli, and Ümraniye,	RASAS	MHPSS, physiotherapy (PT) and assistive devices, speech and hearing	Syrian and non-Syrian refugees, host community members, men, women, and children, including persons with disabilities and older persons, and



districts	Centers	therapy services	GBV survivors.
Gaziantep, Gaziantep City district- Şahinbey	SAMS MHPSS Center	MHPSS services	Refugees (especially Syrian) men, women, and children, including persons with disabilities and older persons, and GBV survivors.
Gaziantep, Gaziantep City district- Şahinbey	SAMS Physiotherapy Center	PT, assistive devices, speech and hearing therapy services	Refugees (especially Syrian) men, women, and children, including persons with disabilities and older persons, and GBV survivors.
Kilis, Kilis City district	SAMS MHPSS Center	MHPSS services	Refugees (especially Syrian) men, women, and children, including persons with disabilities and older persons, and GBV survivors.

The following table includes the number of individuals in the target areas, including refugees and host community members:

Total Number of People Targeted (Individuals):	27,356
Total Number of refugees (Syrian and non-Syrian):	26,185
Total Number of host community members:	1,171

SAMS seeks the services of a consultant or firm with a strong understanding of the Turkish context and the situation of Syrian and other refugees in Türkiye, while also holding experience conducting evaluations for health and MHPSS projects, to conduct a midterm evaluation of SAMS PRM funded project. The project started on September 1, 2022, and is expected to end on August 31, 2025, whereas the midterm evaluation will cover from September 1, 2022 to June 31, 2024.



2. PURPOSE OF EVALUATION AND INTENDED USE

The objective of the midterm evaluation is to assess the extent to which SAMS PRM funded project is on track in terms of achieving its outcomes and objectives. The evaluation will also assess the contribution of the project to overall health, MHPSS, specialized behavioral, and social cohesion outcomes of Syrian refugees in Türkiye. In addition, the evaluation will document the lessons learned, and best practices identified in the course of project implementation and provide recommendations to inform future programming and the rest of the period of the project implementation. Specifically, the project evaluation will address the following objectives:

Specific objectives:

- Assess the relevance and effectiveness of the project strategies and activities to improve the quality of life of affected people in Türkiye and the extent to which it achieved this purpose via the health, MHPSS, specialized behavioral, and social cohesion activities undertaken.
- Assess project impact on improving the access to Health, MHPSS, Specialized services, and social cohesion services of affected people in Türkiye.
- Assess how successful the project was in engaging Syrian refugees and host community members in a responsive project design while at the same time maintaining an effective and responsive complaint, feedback and response mechanism (CFRM) system during the life of the project, while measuring the actionable response from SAMS and its partners based on the feedback received.
- Assess the extent to which the project interventions have improved the wellbeing of vulnerable groups including women/girls at-risk, people with disabilities (PWDs), and children, in line with the protection mainstreaming principles.

3. SCOPE OF WORK AND LINES OF INQUIRY

The evaluation will cover the period from September 1, 2022, to June 31, 2024 and will assess all components of the project (health, MHPSS, specialized behavioral, and social cohesion) carried out in SAMS, RASAS and Take My Hand centers. All targeted groups of beneficiaries disaggregated by gender, age, nationality, location, and type of activity should be considered in the study and should be guided by statistical sampling and standard sample size calculations. The evaluation shall pay special attention to protection mainstreaming and gender-sensitive approaches (specifically inclusion and access of women and people with disabilities to all project activities).

This evaluation will adopt the Organization for Economic Cooperation and Development (OECD) Development Assistance Committee (DAC) evaluation criteria of relevance, coherence, effectiveness, efficiency, impact and sustainability. The evaluation will aim to answer the following evaluation questions:



Relevance

- How well has the project strategy evolved and to what extent do Health, MHPSS, specialized services, and social cohesion interventions respond to the needs and priorities of Syrian and other refugees in Türkiye?
- What lessons and recommendations can be drawn for future programming and the rest of the project period?
- How appropriate has it been to cover the sectors of Health, MHPSS, specialized services, and social cohesion in meeting the needs of beneficiaries? and geographical? How many of these priorities need to change or be tailored to reflect the dynamic context?
- To what extent did the project adapt to respond to the needs of the targeted communities and feedback received through the CFRM? How flexible was the project to adapt to any urgent needs/changes at the field level?

Effectiveness

- To what extent were the outputs and outcomes of the project achieved and contributed towards the project's objectives?
- What were the major internal and external factors influencing/contributing to the achievement or non-achievement of the outcomes?
- To what extent has the integrated approach/ interventions (inclusive of Health, MHPSS, specialized services, and social cohesion in SAMS and implementing partner centers) contributed towards improving individual access to specialized quality services?
- To what extent did the targeted beneficiaries receive high-quality services in a safe environment that respects their privacy and dignity (protection mainstreaming)?
- How functional (in terms of accessibility and usage) were the different CFRM communication channels in the targeted centers?

Efficiency

- How inputs (human, financial, material resources) have been translated into results (output and outcome), and if results have been achieved at a reasonable cost?
- How systematically and timely have the funds been utilized across project sectors to realize project objectives? If there are delays/deviations in fund utilization, how were these justified, and what are the implications for attaining project objectives?
- How efficient, effective, and inclusive were the selection criteria for staff, activities, and centers to ensure that affected people had equal opportunities to receive services as per the unified services in the proposal and logical framework?
- How efficient and effective were the internal supervision systems to ensure the quality of services in line with the global recommendations and donor requirements?

Impact

- What changes—expected and unexpected, positive and negative—were experienced by the targeted beneficiaries and other stakeholders?
- Were the systems or indicators used to evaluate the impact of the learning and teaching adequate and are there any ways to improve the impact and its measurement?



Sustainability

- To what extent are PRM financial resources, HR resources, and capacity development activities utilized to sustain benefits at the end of the project?
Is the individual support, social cohesion activities, and strengthening the capacity of essential health results likely to be sustainable?
- What exit strategy has been prepared for the project?

4. METHODOLOGY

SAMS expects the evaluator to submit a detailed outline of the planned methodological approach in the evaluation proposal in alignment with both SAMS and PRM standards for ensuring a high-quality third-party midterm evaluation process, including the OECD Development Quality Standards for Development Evaluation 2010⁷. This will include the expected scope regarding locations and interviews – and be defined in detail in the inception report. The consultant/firm is expected to propose methodical data collection approaches (qualitative and quantitative) that align well with the gender-sensitive, rights-based approaches. At a minimum, the methodology may include, but is not limited to the following:

1. *Primary data collection:* Including collection and analysis of quantitative surveys with the beneficiaries and patients in the form of key informant interviews (KIIs) with project & partner staff, center staff (including managers, therapists, PSS workers, social workers, and admin staff), and community leaders; focus group discussions (FGDs) with awareness, group PSS, and social cohesion session participants; in addition to field visits to the SAMS centers in Gaziantep and Kilis and the RASAS and Take My Hand centers in Istanbul.
2. *Secondary sources:* A desk review of internal documents such as project proposal, MEAL documents, MEAL plan, and indicator tracking tables (ITT), reporting program documents including progress reports, Project Management tool (PMT), CRM reports, monthly satisfaction survey analysis, assessments, and field visit reports by internal MEAL teams.
3. *Qualitative and quantitative sampling:* Given the expectation to use both qualitative and quantitative methods, the evaluator will follow the provided guidance on sampling approaches and sampling frames in coordination with SAMS IMU and MEAL department. For quantitative sampling, surveys should be designed to accurately identify the target population. Additionally, SAMS encourages interested firms to propose other methodologies to augment or supplement the listed approaches. The proposed data collection methods should be to a maximum extent statistical. Also, a field validation exercise, for confirming preliminary findings with project participants should be envisioned in the field part of the exercise.

The recruited external firm/consultant will oversee **ALL** the logistics related to the evaluation, including transportation to the different areas where data collection will be completed, and venues for conducting the different meetings (KIIs, FGDs, surveying, etc.). The venues' locations will be SAMS centers and the implementing partners' centers, where additional venues could be rented if needed (this should be included in the proposed budget by the applicant if required). SAMS can support in coordinating the meetings with program staff and program participants.

⁷ https://www.oecd-ilibrary.org/development/dac-quality-standards-for-developmentevaluation_9789264083905-en



5. EVALUATION PRINCIPALS

a. Confidentiality & Anonymity

All external consultants involved will commit to strictly comply with the confidentiality of information obtained during the evaluation process (that includes but not limited to project documents including datasets, reports and annexes, and technical proposal) given the sensitivity of the project/context. All consultants will be required to sign and adhere to SAMS protocols related to data sensitivity, data protection, and protection of communities. These protocols must be signed and acknowledged prior to any data collection activities. Moreover, in order to ensure the safety of the targeted population, information on services such as case management, individual and group PSS sessions, etc. will be anonymized and analyzed in trackers, but no access will be provided to individual case files.

b. Data Quality Assurance

The consultant will provide indications for how it will ensure that the data collected is of a high standard and is a valid basis for analysis. SAMS IMU & MEAL team will be responsible for reviewing the data collection tools and reports. SAMS team will also support the consultants by linking them to centers' staff and ensuring that interviews with concerned staff in the centers are undertaken.

c. Compliance

SAMS team shall also ensure that the consultant is adhering to standard procedures and contract terms throughout the evaluation. SAMS team will also support the consultant by ensuring proper communication and transfer of information to the field staff so that there will be no problems or resistance encountered during the evaluation field visits. Additionally, any contact information of participants will require prior informed consent from the program participants.



6. COORDINATION AND MANAGEMENT OF THE EVALUATION

SAMS team will oversee administration and overall coordination, including monitoring progress throughout the evaluation period. The main functions in this regard will be:

- To establish the Terms of Reference (ToR) of the evaluation
- Select external evaluator(s)
- Review and comment on the inception report and approve the proposed evaluation
- Review the strategy and methodology
- Review and comment on the draft evaluation report
- Establish a dissemination and utilization strategy

The Evaluation Reference Group with the following members: SAMS Türkiye Program Manager, SAMS IM/MEAL Manager, SAMS Technical Manager, SAMS MEAL Senior Officer, SAMS Türkiye Project Senior Officer, SAMS Procurement Manager, and SAMS Finance Manager. The main functions of the Evaluation Reference Group will be:

- To give input on the TOR
- To facilitate the gathering of data necessary for the evaluation
- To participate in the validation of evaluation findings, and to ensure that they are factually accurate
- To contribute to the management response
- To act on the relevant recommendations

7. DELIVERABLES AND REPORTING DEADLINES

Deliverables:

The four major deliverables requested are as follows:

1. An inception report which contains the intervention logic of the project (based on desk study), evaluation plan, and a list of reviewed documents. The evaluation plan should contain the proposed data collection methods, data sources and data collection tools to be used. It is advisable to use a survey matrix (which connects questions to data collection methods/sources).
2. A draft evaluation report, including an executive summary, which shall be shared with the SAMS focal point. The timeline of the evaluation review process shall be adequate to allow sufficient time for stakeholders to review and discuss the draft report. Holistic and final sector specific analysis and feedback will be provided to enable the technical units to analyze the findings before completion of analysis, validation, and triangulation. In addition, raw data from field interviews, surveys, or focus groups should be provided to SAMS focal point.
3. Final presentations of findings to be made during a validation meeting with SAMS and its partners.
4. The consultant will share the final report, including an executive summary, with SAMS for approval or further review depending on the extent to which the comments have been addressed.

Payment schedule:

- *Deliverable 1:* Inception report along with data collection tools (30%)
- *Deliverable 2:* Draft Summative Evaluation report with raw data (30%)
- *Deliverable 3:* Final report & presentation (40%)

(all are tentative and to be confirmed upon finalization of the procurement process and contracting)



8. TIMEFRAME

Deliverables/ Components	Period (Calendar days)	Deliverable date
Deliverable #1: Inception Report with Technical Tools, meeting with stakeholders	Within 14 days of contracting	W2 July 2024
Deliverable #2: Completion of primary data collection	Within 14 days of delivery of the inception report	W4 July 2024
Deliverable #3: Compiled dataset submitted including all raw data, paper consent forms, and any recordings	Within 7 days of completion of data collection	W1 Aug 2024
Deliverable #4: Submit a draft report and conduct a validation exercise with SAMS and partners	Within 7 days of submission of data collected	W2 Aug 2024
Deliverable #5: Submit final report alongside presentation slides and fact sheet, incorporating SAMS team feedback	Within 7 days of first draft submission	W3 Aug 2024

9. EVALUATION CONSULTANT TEAM

The evaluator should possess at least the following qualifications and experience:

Qualifications:

- At least a Master's level or higher degree in social science, statistics, or international development; experience or a background in epidemiology, public health, protection, health information management, biostatistics or a related discipline is necessary.
- 5+ years of experience in evaluating health and protection projects.

Professional Experience:

- Extensive experience in management of integrated health, and Protection interventions in the context of emergency and development.
- Experience in conducting quantitative analysis (Stata, or SPSS).
- Ability to communicate in English verbally and in writing.
- Availability and ability to provide consulting during the relevant project period.
- Proven ability to produce quality reports.
- Understanding of cultural sensitivity.

Other Attributes:

- Understanding of Health, MHPSS, Specialized services, and social cohesion interventions indicators as well as policy and guidelines for monitoring, evaluation, and reporting of such services.
- Fluent in Arabic, with excellent writing and speaking abilities.
- Ability and willingness to travel and collect data in the project's implementation areas inside Türkiye.
- Preference will be given to evaluators (individuals or companies) with prior experience working in Türkiye and managing teams in this country.



10. APPLICATION PROCESS AND REQUIREMENTS

Application Deadline: June 24, 2024

Interview dates: June 26, 2024 to June 28, 2024

To apply, send your proposal by filling the Request for Quotation (RFQ) form based on the TOR shared with the email.

Your final application is due by 15:00 (Istanbul time) on June 24, 2024, and should be submitted electronically to the abovementioned procurement email.

Bids must include the following:

- Tender package documents filled as requested by the procurement unit in SAMS.
- Proposal including: outline of evaluation framework and methods, including comments on the TOR, proposed timeframe and detailed work plan with number of days per phase and personnel specified.
- Proposed evaluation budget, with details about all costs (visa, travel, daily rate per consultant/team member, other costs).
- Cover letter clearly summarizing experience as it pertains to this assignment (max 1 page).
- Three professional references.
- CVs and evidence of past evaluations for each team member.
- At least one example of an evaluation report most similar to that described in this TOR and drafted by the consultant that will be drafting the SAMS report.