

**Request for Quotation (RFQ) Nutrition Consultant**

**REF: ANT-M&E-24208**

**GOAL is completely against fraud, bribery and corruption**

**GOAL does not ask for money for bids. If approached for money or other favours, or if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email** [**speakup@goal.ie**](mailto:speakup@goal.ie)

**Please provide as much detail as possible with any reports**

# ABOUT GOAL AND SERVICE REQUIREMENT

Established in 1977, GOAL is an international humanitarian and development agency committed to working with communities to achieve sustainable and innovative early response in crises and to assist them to build lasting solutions to mitigate poverty and vulnerability. GOAL has worked in over 60 countries and responded to almost every major humanitarian disaster. We are currently operational in 13 countries globally. For more information on GOAL and its operations please visit [www.goalglobal.org](http://www.goalglobal.org).

# SERVICE REQUIREMENT

To support GOAL’s nutrition work in its infancy and during the inception phase of nutrition programming, with a focus on support for staff recruitment, training, work planning, baseline and formative assessments, leading to the development of social behaviour change (SBC) educational tools, designed to improve community knowledge and understanding of appropriate nutritional practices to support positive nutritional outcomes.

The consultant will be responsible for ensuring the timely implementation of activities and ensuring these are carried out in line with GOAL guidelines and standard operating procedures. The consultant will be responsible for providing technical knowledge in the design and implementation of assessments, including baseline, causal assessment and barrier analyses, plus leading (in conjunction with MEAL) on the analysis and development of associated reports. The findings within, will be used by the consultant and wider team, to develop pilot messages and modalities of delivery, with the objective of positively influencing nutrition behaviours/practices that will improve health outcomes. The messages and modalities will be piloted and revised in line with findings to maximise results. The consultant will also support the distribution of a Lipid Based Nutrient Supplement (LNS) to target beneficiaries U5 and use GOAL’s Family MUAC toolkit and COVID adaptation guidance to support the training and cascade delivery of the Family MUAC approach within target communities. The consultant will work closely with other program departments to ensure activities are integrated and complement existing programming as much as possible, supporting positive food and nutrition security results. Finally, the consultant will lead on the collation of evidence, analysis and research, to inform the development of a GOAL Syria Nutrition Strategy for the next 3 years.

The detailed description of the service requirement can be found in Appendix 2.

# Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date** |
| **1** | **RFQ Advertised** | **Thursday 18 February 2021** |
| **2** | **Closing date for clarifications** | **Thursday 25 February 2021 23:59 UTC/GMT +1 hour** |
| **3** | **Closing date and time for receipt of Offers** | **Thursday 04 March 2021 at 23:59 UTC/GMT +1 hour** |
| **4** | **Offer Opening Date and time** | **Friday 05 March 2021** |

# Terms of bidding

## Procurement Process

### This competition is being conducted as an Open Request for Quotation (RFQ).

### GOAL, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate for Videos & Photographs.

### This competition is being conducted under GOALs Request for Quotation procedure. The Contracting Authority for this procurement is GOAL.

### This RFQ is funded by OFDA/FFP and the tender and any contracts or agreements that may arise from it are bound by the regulations of this donor.

## Clarifications

### Requests for clarifications can be made up to Thursday 25 February 2021 23:59 UTC/GMT +1 hour and no later. Any queries about this RFQ should be addressed in writing to GOAL via email to [procurementsy@sy.goal.ie](mailto:procurementsy@sy.goal.ie) referencing the tender number, and answers shall be collated and shared with all bidders in a timely manner.

## Conditions for completing the RFQ

### All documentation must be completed in English. Where a supporting document is in another language, please provide an English translation. The translation can be in-house and does not need to be notarised or official.

### Bidders must respond to all requirements set out in this RFQ and complete their offer in the format requested in section 5.

### Failure to complete any documentation in the required format will, in almost all circumstances, result in the rejection of the tender. Failure to re-submit correctly formatted documents within three working days of a request will result in disqualification.

### GOAL is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.

### Information supplied by respondents will be treated as contractually binding.

### GOAL’s standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order.

### Suppliers must detail all costs requested in this document and any other costs whatsoever that could be incurred by GOAL in the usage of services or the availing of options that may not be explicitly identified in the RFQ. Supplier’s attention is drawn to the fact that, in the event of a contract being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.

### Any conflicts of interest (including any family relations to GOAL staff) involving a supplier must be fully disclosed to GOAL particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the supplier.

### GOAL will not be liable in respect of any costs incurred by suppliers in the preparation and submission of tenders or any associated work effort.

### GOAL will conduct the RFQ, including the evaluation of responses and final awards in accordance with the criteria set out in the RFQ. Submissions will be opened by at least three designated officers of GOAL.

### GOAL reserves the right to split the award of any resulting contract between different suppliers in any combination it deems appropriate, at its sole discretion.

### Suppliers will seek written approval from GOAL before entering into any sub-contracts for the purpose of fulfilling any resulting contract. Full details of the proposed subcontracting company and the nature of their services will be included in the written request for approval. Written requests for approval must be submitted in accordance with the conditions set out in any subsequent contract.

### GOAL reserves the right to refuse any subcontractor that is proposed by the supplier.

### GOAL reserves the right to negotiate with the supplier who has submitted the lowest bid that fully meets requirements for the purpose of seeking revisions of such bid to enhance its technical aspects and to reduce the price.

### Information supplied by suppliers will be treated as contractually binding. However, GOAL reserves the right to seek clarification or verification of any such information.

### GOAL reserves the right to terminate the tender process at any stage.

### Unsuccessful suppliers will be notified.

### This document is not construed in any way as an offer to contract.

### GOAL and all suppliers appointed to this requirement, must act in all its procurement and other activities in full compliance with GOAL’s donor requirements. Any contracts that arise from the RFQ may be financed by multiple donors or their agents who have rights of access to GOAL and any of its suppliers or contractors for audit purposes. Donors may also have additional regulations that are not practical to list here. Submission of an offer under the RFQ assumes acceptance of these conditions.

### GOAL does not engage in transactions with any terrorist group or individual or entity involved with or associated with terrorism or individuals or entities that have active exclusion orders or sanctions against them. GOAL will not purchase supplies or services from suppliers that are associated in any way with terrorism or are the subject of any international exclusion orders or sanctions. All suppliers making submissions under the RFQ guarantee that neither they nor any affiliate or a subsidiary controlled by them are associated with any known terrorist group or are the subject of any international exclusion order or sanctions. Any contract entered into subsequent to the RFQ will reflect this requirement.

## Submission of RFQ

Submissions must be delivered electronically in the following way:

Electronically to [procurementsy@sy.goal.ie](mailto:procurementsy@sy.goal.ie) and in the subject field state:

* 1. **“Quotation for ANT-M&E-24208 Nutrition Consultant”**
  2. **Name of your company**
  3. **Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.**

All documents except requested samples must be submitted in **PDF format or scans of hard copy documents**. No word documents will be accepted, links to share drives except samples will not be accepted. An excel spreadsheet has been provided for the submission of financial offers but a PDF scanned version must also be submitted.

Proof of sending is not proof of receipt. GOAL accepts no responsibility for technical or system malfunctions that prevent bids from being properly received. Late delivery will result in your bid being rejected. All information provided must be perfectly legible.

**Important:** Offers transmitted in any other manner or offers received after the deadline date and time will not be considered. Please do NOT copy any other GOAL email addresses with your submission as this may invalidate your offer.

# Evaluation Process

## Evaluation Criteria

The phases of evaluation of the responses will determine whether the tender meets the preliminary eligibility criteria. These are:

Bidders not conforming to the administrative instructions or essential criteria may have their bids disqualified at this stage, and therefore would not progress to the next stages.

|  |  |  |
| --- | --- | --- |
| **Phase #** | **Evaluation Process Stage** | **The basic requirements with which proposals must comply with** |
| 1 | **Administrative****instructions** | 1. **Closing Date:**   Submissions must have met the deadline stated in Section 2 of this document, or such revised deadline as may be notified by GOAL.   1. **Submission Method:**   Submissions must be delivered in the method specified in Section 3.4 of this document and the Appendices, or such revised format and structure as may by GOAL. All requested Appendices and Supporting Documents received as per instruction in the RFQ document.   1. **Bid submissions must be in English:**   Where a supporting document is in another language, please provide an English translation. The translation can be in-house and does not need to be notarised or official.   1. **All costs must be quoted in USD:**   Exchange rates will be calculated as of the closing date for quotation submission, as per GOAL’s set internal monthly exchange rate. |
| **2** | **Essential Criteria** | 1. Firm/consultant must specialise in humanitarian nutrition 2. Submissions must demonstrate firm's/consultant's availability to carry out work within approximately 8 weeks with service completion date not exceeding 30th April 2021 |
| **3** | **Award Criteria** | Submissions will be evaluated as per the award criteria listed in this section to determine optimal Value for Money (VFM) in this context:   * + Technical skills, Technical Proposal, Experience (Weighting 60%)   + Total Price (Weighting 40%) |
| **4** | **Qualification Criteria** | All due diligence checks are found to be clear including but not limited to Anti-Terror Checks. |

## Award Criteria further information

**Methodology**GOAL requires a written proposed methodology in PDF format. The methodology is to be of no greater than 5 pages in length and must address the following as a minimum: A clear workplan based on the ToR with provisional timings for all deliverables and the associated key tasks.

The tenderer may attach further relevant supporting information to the methodology as Annex’s but it is at GOAL’s discretion whether this will be reviewed as part of the evaluation.

1. **Technical skills, Technical Proposal, Experience (Weighting 60%)**

**1. Technical skills of personnel deployed.**

Include CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally.

**2. Technical Proposal: Context specificity/proposed methodology and work plan.**

A clear and detailed methodology for providing the deliverables listed in the TOR (5 Pages maximum) which includes as a minimum:

a) Proposed Project Timeline

b) Clearly states the level of staff members from your team - if any, assigned completing key tasks (e.g. Analyst, Project Manager, Director).

c) Clearly shows adherence to and understanding of specified research/work methodologies

d) Clearly shows adherence to and understanding of all best practices for engaging with beneficiaries and other stakeholders.

**3. Experience in working in Internaitonal nutrition programmes, in particular, Syria would be an advantage:**

1. **Price (40%)**

Price Model TBC

e.g. T&M Rate Card, Deliverables, Blended, Fixed Fee, Staged Payments

Please round two decimal places throughout. Any financial offers that contain more than two decimal places will be rounded. This should realistically and adequately present expenses for all requested activities. Prices offered will be evaluated on full cost basis (including all fees and taxes). Marks for cost will be awarded on a proportional basis with full marks for the cheapest offer following the below formula.

|  |
| --- |
| Score = 40 x (Min Total Price/Supplier Total Price) |

## Evaluation

GOAL will convene an evaluation team which may include members of the Finance, Logistics, Programmes, Donor Compliance, and Internal Audit teams, as well as Third Party technical input.

During the evaluation period, clarifications may be sought by e-mail from suppliers. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification of the Tender or loss of marks. Responses to requests for clarification shall not materially change any of the elements of the proposals submitted. Unsolicited communications from suppliers will not be entertained during the evaluation period.

# Response Format

## Introduction

All submissions must conform to the response format set out in this document. Where a submission does not conform to the required format this may result in disqualification. By responding to the RFQ, the supplier accepts the terms and conditions of the RFQ. Should a supplier not comply with these requirements, GOAL may, at their sole discretion, reject the response.

## Submission Checklist RFQ

Please ensure that you have read and thoroughly understand the instruction given in the table below. Bids should contain the following

|  |  |  |  |
| --- | --- | --- | --- |
| **Line** | **Item** | **Tick attached** | **Tick attached** |
| 1 | Appendix 1 Company Information | Complete, Sign, Stamp and Return as separate PDF entitled “Appendix 1 Company information”. |  |
| 2 | Appendix 2 RFQ Statement | Complete, Sign, Stamp and Return as separate PDF entitled “Appendix 2”. |  |
| 3 | Appendix 3 Methodology | Sign, Stamp and Return as separate PDF entitled “Appendix 3 Methodology  ”. |  |
| 4 | Appendix 4 Financial Offer | Sign, Stamp and Return as separate PDF entitled “Appendix 4\_Financial Offer PDF”. |  |
| 5 | Annex B Copy of company’s registration documents. | Tax Board, chamber registration, etc. |  |

# Appendices & Annexes

**Appendix 1 – Company information**

**Appendix 2 – RFQ Statement**

**Appendix 3 – Methodology (attached as separate PDF)**

**Appendix 4 – Financial Offer (attached as separate PDF)**

**Appendix 5 –** **Terms of Reference**

**Appendix 6 - Goal Terms and Conditions**

**Annex A – Copy of Company’s Registration Documents (attached as separate PDF)**

# Appendix 1 Company information – this section MUST be completed

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Company Name |  | |
| Address |  | |
| Registration Number |  | |
| Telephone |  | |
| E-mail address |  | |
| Website address |  | |
| Year Established |  | |
| Legal Form. Tick the relevant box | 🞏 Company  🞏 Partnership  🞏 Joint Venture | 🞏 Other (specify): |
| VAT Number (where applicable) |  | |
| Tax registration number (if different to VAT number) |  | |
| Directors names and titles |  | |
| Please state name of any other persons/organisations (except tenderer) who will benefit from this contract. |  | |
| Parent company |  | |
| Ownership |  | |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional tables in this format. | | |
| 🞏Yes 🞏No | | |
| Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates) |  | |

## References

|  |
| --- |
| Please include at least 1 (one) reference who may be contacted on a confidential basis to verify satisfactory execution of contracts:  The references should be from past clients (preferably INGO/NGO management staff), including detailed contact details for these individuals. Note: Only current employees with corporate email addresses of the reference organisation will be accepted. |

|  |  |
| --- | --- |
| Reference 1 | |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Nature of service |  |
| Approximate value of contract |  |

|  |
| --- |
| By submitting an offer under this request for quotation **ANT-M&E-24208** the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform GOAL of any changes in status of these matters. |
| The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.  The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.  Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.  The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the tenderer is located or doing business.  Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency  The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application. |

I confirm that my bid has a validity of 90 of days. *If your bid does not have this validity, please state what bid validity you offer.*

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to GOAL according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | | |
| Print name: |  | Position: |  |
| Company Name: |  | Date: |  |
| Address: |  | | |

# Appendix 2: RFQ statement

**RFQ STATEMENT**

**TO:** GOAL

**RE: (**Request for Quotation) ref: ANT-M&E-24208

Having examined all sections, appendices and annexes to the RFQ we hereby agree and declare the following:

1. We accept all of the Terms and Conditions including Terms of Reference (appendix 5) of this RFQ.
2. We confirm our understanding that if successful, we will be commercially engaged under a GOAL Standard Form Contract and will be given time to review the Terms and Conditions contained within that contract.
3. We confirm that we have the capability to satisfy the essential criteria listed for the RFQ.
4. We confirm the validity period of our RFQ offer to be 90 Days from date of submission.

|  |  |
| --- | --- |
| Date: |  |
| Full Name: |  |
| Position: |  |
| Signature and company stamp: |  |

# Appendix 3: methodology

GOAL requires a written proposed methodology in PDF format. The methodology is to be of no greater than 5 pages in length and must address the following as a minimum: A clear and detailed workplan plan based on the ToR with provisional timings for all deliverables and the associated key tasks.

The tenderer may attach further relevant supporting information to the methodology as Annex’s but it is at GOAL’s discretion whether this will be reviewed as part of the evaluation.

# Appendix 4: financial offer

Will be Submitted by consultant.

# Appendix 5: Terms of Reference

Terms of Reference (TOR) for Nutrition Consultant with experience of Social Behaviour Change

|  |  |
| --- | --- |
| **Job Title** | Nutrition Consultant |
| **Job Location** | Amman/Jordan or Remote |
| **Reporting To** | RESTORE Programme Director |
| **Contract Length** | 2 months |
| **Start Date** | February 2021 |



# Background (Summary of program/project)

GOAL has been working in Syria since 2013, responding to the acute needs of conflict-affected communities. GOAL is working in Idleb Governate and Norther Aleppo, both through direct implementation and through partners, delivering food, non-food programming to highly vulnerable populations, and provision of Water, Sanitation and Hygiene (WASH) through support to Water units, as well as emergency support to recently displaced households.

To date, GOAL has been working on nutrition issues through its food security and micronutrients programs but has recently extended its nutrition programming through a grant with USAID IFRP to include a Causal Assessment to help identify key nutritional risk factors in high risk demographics including children under 5 and women of reproductive age, more specifically pregnant and lactating women, Barrier Analyses to identify key determinants of nutrition risk and subsequently the development of core IEC messages, aimed to help target communities improve nutrition practices with aim of improving nutrition outcomes. The inclusion of training on the Family MUAC approach will also be woven into existing food security programming, to increase early case identification for acute malnutrition and referral which will have a positive impact on associated morbidity and mortality outcomes.

# Purpose of the consultancy

To support GOAL’s nutrition work in its infancy and during the inception phase of nutrition programming, with a focus on support for staff recruitment, training, work planning, baseline and formative assessments, leading to the development of social behaviour change (SBC) educational tools, designed to improve community knowledge and understanding of appropriate nutritional practices to support positive nutritional outcomes.

The consultant will be responsible for ensuring the timely implementation of activities and ensuring these are carried out in line with GOAL guidelines and standard operating procedures. The consultant will be responsible for providing technical knowledge in the design and implementation of assessments, including baseline, causal assessment and barrier analyses, plus leading (in conjunction with MEAL) on the analysis and development of associated reports. The findings within, will be used by the consultant and wider team, to develop pilot messages and modalities of delivery, with the objective of positively influencing nutrition behaviours/practices that will improve health outcomes. The messages and modalities will be piloted and revised in line with findings to maximise results. The consultant will also support the distribution of a Lipid Based Nutrient Supplement (LNS) to target beneficiaries U5 and use GOAL’s Family MUAC toolkit and COVID adaptation guidance to support the training and cascade delivery of the Family MUAC approach within target communities. The consultant will work closely with other program departments to ensure activities are integrated and complement existing programming as much as possible, supporting positive food and nutrition security results. Finally, the consultant will lead on the collation of evidence, analysis and research, to inform the development of a GOAL Syria Nutrition Strategy for the next 3 years.

## Consultants Deliverables

1. The consultant will support GOAL Syria HR department in the recruitment and training of the field level nutrition team, including the Nutrition Manager, and nutrition workers/officers.
2. The consultant will also support GOAL HQ HR department, where appropriate, on the recruitment of a full time Nutrition Coordinator. This will include test correction, attending interviews, orientation and hand-over of activities in an orderly fashion.
3. The consultant will organise an initial/draft workplan for the roll out of the Nutrition programme
4. The consultant will be expected to technically oversee the **baseline survey** conducted by GOAL Syria MEAL team across target areas of operation in Afrin, North Aleppo and Idleb (final locations to be confirmed by RESTORE Director and Nutrition Advisor). The implementation of the assessment will be overseen by the MEL Coordinator and Field team. The consultant will be responsible for analysing the data once cleaned and shared by the MEL team and responsible for writing the assessment report in collaboration with MEL. The purpose of the baseline is to ascertain key nutrition indicators, against which we will be able to monitor program performance.
5. Concurrently, the consultant will oversee the **Nutrition Causal Assessment** (CA), to be conducted in consort with the baseline. The CA is designed to help key problematic behaviours, including myths and misconceptions around appropriate maternal, infant and young child feeding practices, that could be contributing to nutritional risk in children u5 and women of reproductive age (most notably PLWs). The consultant will be responsible for leading in the analysis in collaboration with the MEAL team, generating recommendations and documenting the process in a full report. As part of the analysis, priority issues affecting nutritional risk will need to be ranked in order of importance and ability of GOAL to influence through IEC channels. A select number of MIYCN-E (Maternal and Infant and Young Child Nutrition in Emergencies) behavioural issues will be selected for further investigation.
6. Based on priority issues identified within the CA, where it is deemed GOAL have the opportunity to influence positive change, **Barriers Analyses** will subsequently be led by the consultant. Key behaviours will be selected (max’ 5) whereby Barrier Analysis Questionnaires will be designed and Barrier Analyses conducted, to ascertain the primary determinants of doers/non-doers. The findings will be used to inform designing for behaviour change (DBC) frameworks that will support the production of key messages to support improved behaviours/practices in the target community.
7. Based on the results of these studies, context-specific **IEC messages will be developed** for pre-testing, piloting and modifying, based on feedback.
8. The consultant will also work with the wider GOAL Syria team, using feedback collected within the CA to **identify plausible modes and methods of communication** that can be best used to deliver core IEC messages. The communication methods may include text, informational videos such as Global Health Media content, testimonials, cartoons etc. The communication modes must explore available digital platforms, as well as paper-based forms of communication. Targeting of key beneficiaries, carers and key influencers must all be considered to maximising impact.
9. The consultant will also be expected to put together **requisite program planning tools to support the timely implementation of complementary program activities** in line with the proposal submissions. These include, i) planning for the distribution of the core MIYCN-E messages to 20,000 caregivers of children U5 and women of childbearing age, ii) the targeting of 9,600 children to receive Lipid Based Nutrient Supplement (LNS) – Nutributter, designed to be delivered as a supplementary ration providing 110kcal/p/d plus micronutrients and iii) the training of the same 9,600 families on the Family MUAC approach, enabling early, home-based case identification of acute malnutrition within at-risk families and self-refer to local treatment services.
10. The consultant will also lead on the development of a **GOAL Syria Nutrition Strategy**, a framework for which has been developed.

# Ethical consideration

The MEAL team, in collaboration with the consultant, will make clear to all participating stakeholders that they are under no obligation to participate in the baseline or formative assessments. All participants will be fully informed on data usage and protection policies as applied to their personal data. The full consent should be obtained from the participants prior to any data collection. The study team will ensure prior permission is received for taking and use of visual still / moving images for specific purposes, i.e., ‘for the study report and presentations.

Study team will ensure adequate level of confidentiality of the data and anonymity of individuals and organizations participating in the study. The consultant is responsible for determining whether the proposed methodology would require Institutional Review Board (IRB) clearance and will be responsible for clearing the process and training if such approval is required.

# Assumption and requirements

* Assessment activities will be adapted to follow all GOAL COVID-19 safety procedures
* GOAL will provide relevant security and safeguarding/protection briefings. Security concerns could impact the timing and scope of the study. It is important for the consultant to remain flexible.

# Qualifications of Successful Candidate

* Post-graduate degree in Nutrition, Public Health, Health Sciences, global/international health and nutrition, or medicine with a strong understanding and evidenced experience of leading/designing SBC/IEC campaigns.
* At least 3 years of recent documented work experience in conducting nutrition related field research including qualitative studies with a focus on maternal and child nutrition, including experience in barrier analysis studies
* Demonstrated recent work experience in formative research, operational research, data management, strong analyses and report writing in English
* Substantive knowledge on maternal, neonatal, child health and nutrition (MNCHN)
* Solid understanding of and documented work experience in individual and social behaviour change
* Competent in using statistical packages for qualitative analyses
* Strong inter-personal skills, experience in people management and demonstrated capacity for training, building cohesive teams and leadership.
* Excellent written and verbal communication skills, and excellent presentation skills. Proven experience in producing high-quality documents ready for external dissemination.
* Ability to work effectively in a fast-paced environment.

**b) Submission deadline and email**

Consultant must submit quotation by deadline 4 March 2021 at 23:59 UTC/GMT +1 hour.

# Appendix 6: goal terms and conditions:

These Terms and Conditions of Contract apply to all provisions of works and services made to GOAL notwithstanding any conflicting, contrary or additional terms and conditions in any other communication from the service provider/contractor. No such conflicting, contrary or additional terms and conditions shall be deemed accepted by us unless and until we expressly confirm our acceptance in writing.

1. LEGAL STATUS

The service provider/contractor shall be considered as having the legal status of an independent contractor vis-à-vis GOAL. The service provider/contractor, its personnel and sub-contractors shall not be considered in any respect as being the employees of GOAL. The service provider/contractor shall be fully responsible for all work and services performed by its employees, and for all acts and omissions of such employees.

1. SUB-CONTRACTING

In the event the Service provider/contractor requires the services of a sub-contractor, the Service provider/contractor shall obtain the prior written approval of GOAL for all sub-contractors. The Service provider/contractor shall be fully responsible for all work and services performed by its sub-contractors and service provider/contractors, and for all acts and omissions of such sub-contractors and service provider/contractors. The approval of GOAL of a sub-contractor shall not relieve the Service provider/contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

1. ASSIGNMENT OF PERSONNEL

The Service provider/contractor shall not assign any persons other than those accepted by GOAL for work performed under this Contract.

1. OBLIGATIONS

The service provider/contractor shall neither seek nor accept instructions relating to this contract from any authority external to GOAL Service providers/contractors may not communicate at any time to any other person, government or authority external to GOAL, any information known to them by reason of their association with GOAL which has not been made public, except in the course of their duties or by authorization ofGOAL: nor shall the service provider/contractor at any time use such information to private advantage. The Service provider/contractor shall refrain from any action that may adversely affect GOAL and shall fulfil its commitments with the fullest regard to the interests of GOAL.

These obligations do not lapse upon termination/expiration of their agreement with GOAL.

1. SERVICE PROVIDER/CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Service provider/contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct. reason of any other claim or demand against the Service provider/contractor.

1. ACCEPTANCE AND ACKNOWLEDGEMENT

Initiation of service or works under this contract by the service provider/contractor shall constitute acceptance of the contract, including all terms and conditions herein contained or otherwise incorporated by reference.

1. WARRANTY

The Services performed warrants upon delivery and for a period of twelve (12) months from the date of completion of the services provided/works completed under this Contract will conform in all aspects to the service and applicable standards specified for such services and any goods or equipment provided as part of the contract and will be free from material defects in workmanship, material and design under normal use. The warranty does not cover damage resulting from misuse, negligent handling, lack of reasonable maintenance and care, accident or abuse by anyone other than the Service provider/contractor.

The Service provider/contractor warrants the services/construction furnished under this Contract conforms to the specifications and to be free from damage and defects in workmanship or materials. This warranty is without prejudice to any further guarantees that the service provider/contractor provides to purchasers. Such guarantees shall apply to the services and works subject to this Contract.

1. CHECKS AND AUDIT

The Service provider/contractor shall allow any external auditor authorised by GOAL to verify, by examining the documents and to make copies thereof or by means of on-the-spot checks of original documents, the implementation of the contract and conduct a full audit, if necessary, on the basis of supporting documents for the accounts, accounting documents and any other document relevant to the financing of the project. The Service provider/contractor shall ensure that on-the-spot access is available at all reasonable times. The Service provider/contractor shall ensure that the information is readily available at the moment of the audit and if so requested, that the data be handed over in an appropriate form. These inspections may take place up to 7 years after the final payment.

Furthermore, the Service provider/contractor shall allow any external auditor authorised by GOAL carrying out verifications as required to carry out checks and verification on the spot in accordance with the procedures set out by the donor or in the European Union legislation for the protection of the financial interests of the European Union against fraud and other irregularities.

To this end, the Service provider/contractor undertakes to give appropriate access to any external auditor authorised by GOAL carrying out verifications as required to the sites and locations at which the project is implemented, including its information systems, as well as all documents and databases concerning the technical and financial management of the action and to take all steps to facilitate their work. Access given to agents of any external auditor authorised by GOAL carrying out verifications shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public law to which they are subject. Documents must be easily accessible and filed so as to facilitate their examination and the Service provider/contractor must inform GOAL of their precise location.

The Service provider/contractor guarantees that the rights of any external auditor authorised by the GOAL carrying out verifications as required to carry out audits, checks and verification shall be equally applicable, under the same conditions and according to the same rules as those set out in this Article, to the Service provider/contractor's partners, and subcontractors. Where a partner or subcontractor is an international organisation, any verification agreement concluded between such organisation and the donor applies.

GOAL, its donors or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the service provider/contractor which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions

1. FORCE MAJEURE

Force Majeure shall mean Acts of God, strikes, lockouts, discontinuation or termination of donor funding, laws or regulations of operating country, industrial disturbances, acts of the public enemy, civil disturbances, act of war (whether declared or not), explosions blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, and any other similar unforeseeable events which are beyond the parties' control and cannot be overcome by due diligence.

In the event of and as soon as possible and no later than fifteen (15) days after the occurrence of any cause constituting Force Majeure, the Service provider/contractor shall give notice and full particulars in writing to GOAL of such occurrence or change if the Service provider/contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Service provider/contractor shall also notify GOAL of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this article, GOAL shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Service provider/contractor of a reasonable extension of time in which to perform its obligations under this Contract, or termination of the Contract if any delay will force an extension to the delivery schedule.

Notwithstanding anything to the contrary in this Contract, the Service provider/contractorrecognizes that the work and services may be performed under harsh or hostile conditions caused by civil unrest. Consequently, delays or failure to perform caused by events arising out of, or in connection with, such civil unrest shall not, in itself, constitute Force Majeure under this contract.

1. DEFAULT

In case the contractor fails to comply with any term of the Contract, including but not limited to failure or refusal to perform the service/works within the time limit specified, they shall be liable for all damages sustained by GOAL, and GOAL may procure the service/works from other sources and hold the contractor responsible for any excess cost occasioned thereby. GOAL may collect damages from the contractor in lieu of purchasing the service/works from other sources. GOAL may by written notice terminate the right of the contractor to proceed with the contract or such part or parts thereof as to which there has been default, or if any service delivery is late, GOAL may cancel such part or the entire Contract.

1. REJECTION

In the case of services performed on the basis of specifications, outcome, pilot or combination thereof, GOAL shall have the right to reject the services or any part thereof if they do not conform with the terms of the Contract in the opinion of GOAL or is not performed or delivered in due time.

When the services or works or any part thereof have been rejected, GOAL shall have the right, without prejudice to the provisions of Article 9, to demand from the Service provider/contractor the immediate re-performance or delivery of acceptable services or works in replacement thereof in accordance with the contract or to purchase other similar services or works elsewhere and to claim from the Service provider/contractor the amount of loss or damages sustained by reason of the default.

1. AMENDMENTS

No change in or modification of this Contract shall be made except by prior agreement between GOAL and the Service provider/contractor.

1. ASSIGNMENTS & INSOLVENCY

The Service provider/contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Service provider/contractor’s rights, claims or obligations under this Contract except with the prior written consent of GOAL.

Should the Service provider/contractor become insolvent or should control of the Service provider/contractor change by virtue of insolvency, GOAL may without prejudice to any other rights or remedies, terminate this Contract by giving the Service provider/contractor written notice of termination.

1. PAYMENT

The Service provider/contractor shall invoice GOAL and the terms of payment shall be thirty (30) working days after GOAL has internally confirmed acceptance of services/works and presentation of a legal invoice.

1. ANTI-BRIBERY/CORRUPTION

The Service provider/contractor shall comply with all applicable laws, statutes and regulations relating to anti-bribery and anti-corruption including but not limited to the UK Bribery Act 2010 and the United States Foreign Corrupt Practices Act 1977 (“Relevant Requirements”).

The Service provider/contractor shall have and maintain in place throughout the term of any contract with GOAL its own policies and procedures to ensure compliance with the Relevant Requirements.

No monies are payable to GOAL by the Service provider/contractor in association with the execution of this contract. If the Service provider/contractor is approached by a GOAL member of staff for a payment, commission, ‘kickback’ or associated payment or any other advantage of any kind, they are obliged to report the request or payment directly to GOAL’s Country Director within thirty-six hours. Failure to report any request for payment by a GOAL member of staff or actual payment by the Service provider/contractor to a GOAL member of staff to the GOAL Country Director shall result in the immediate termination of any contract and may result in disqualification of the Service provider/contractor from participation in future contracts with GOAL.

1. MINES

The Service provider/contractor guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of mines or any components produced primarily for the operation thereof. Any breach of this representation and warranty shall entitle GOAL to terminate this Contract immediately upon notice to the Service provider/contractor, at no cost to GOAL.

1. ETHICAL PROCUREMENT AND PROCUREMENT PRACTICE

The Service provider/contractor represents and warrants that neither it, nor any of its service provider/contractors is engaged in any practice inconsistent with the following code of conduct for service provider/contractors: Employment is freely chosen, freedom of association and the right to collective bargaining are respected, working conditions are safe and hygienic, no child labour/protection of children is ensured, living wages are paid, working hours are not excessive, no discrimination is practiced, regular employment is provided, no harsh or inhumane treatment is allowed, any harm to the environment shall be avoided or limited. Any breach of this representation and warranty shall entitle GOAL to terminate this Contract immediately upon notice to the Service provider/contractor, at no cost to GOAL.

1. OFFICIALS NOT TO BENEFIT

The Service provider/contractor warrants that no official of GOAL has received or will be offered by the Service provider/contractor any direct or indirect benefit arising from this Contract or the award thereof. The Service provider/contractor will notify GOAL immediately in case any official from GOAL requests any unofficial, or additional payment, or gift to their personal account. The Service provider/contractor agrees that breach of this provision is a breach of an essential term of this Contract.

1. PRIOR NEGOTIATIONS SUPERSEDED BY CONTRACT

This Contract supersedes all communications, representations, arrangements, negotiations, requests for proposals and proposals related to the subject matter of this Contract.

1. INTELLECTUAL PROPERTY INFRINGEMENT

The Service provider/contractor warrants that the use or supply by GOAL of the services sold under this Contract does not infringe on any patent, design, trade-name or trade-mark.

In addition, the Service provider/contractor shall, pursuant to this warranty, indemnify, defend and hold GOAL harmless from any actions or claims brought against GOAL pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Contract.

All maps, drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Service provider/contractor under this Contract shall be the property of GOAL, and shall be treated as confidential and shall be delivered only to GOALs authorized officials on completion of work under this Contract

Unless authorised in writing by GOAL, the Service provider/contractor shall not advertise or otherwise make public the fact that he is a Service provider/contractor to GOAL or use the name, emblem or official seal of GOAL or any abbreviation of the name of GOAL for advertising purposes or for any other purposes.

1. TITLE RIGHTS

GOAL shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the organisation by the Service provider/contractor. At the request of GOAL, the Service provider/contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such property rights transferring them to the organisation in compliance with the requirements of the applicable law.

Title to any equipment and supplies which may be furnished by GOAL and any such equipment shall be returned to GOAL at the conclusion of this Contract or when no longer needed by the Service provider/contractor. Such equipment, when returned to GOAL, shall be in the same condition as when delivered to the Service provider/contractor, subject to normal wear and tear.

1. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by GOAL shall rest with GOAL and any such equipment shall be returned to GOAL at the conclusion of this Contract or when no longer needed by the Service provider/contractor. Such equipment, when returned to GOAL, shall be in the same condition as when delivered to the Service provider/contractor, subject to normal wear and tear. The Service provider/contractor shall be liable to compensate GOAL for equipment determined to be damaged or degraded beyond normal wear and tear.

1. INSURANCE

The service provider/contractor shall provide and thereafter maintain for the duration of this contract and any extension thereof all appropriate workmen’s compensation insurance or its equivalent with respect to its employees to cover claims for personal injury and death in connection with this contract. The service provider/contractor shall, upon request, furnish proof to the satisfaction of the GOAL, of such liability insurance. The service provider/contractor shall further provide such health and medical insurance for its agents and employees, as the service provider/contractor may consider advisable. The service provider will in all cases ensure they have third party liability cover for the duration of the contract.

1. INDEMNIFICATION

The Supplier agrees to indemnify, hold and save GOAL harmless and defend at its own expense GOAL, its officers, agents and employees from and against all suits, claims, demands and liability of whatever nature or kind, including costs and expenses thereof and liability arising there from, with respect to, arising from or attributable to acts or omissions of the Supplier or its employees or sub-contractors in or relating to the performance of this Contract. This provision shall extend to, but shall not be limited to, product liability claims.

GOAL will promptly notify the Supplier of any such suit, claim, proceeding, demand or liability within a reasonable period of time after having received written notice thereof, and will reasonably cooperate with the Supplier, at the Supplier’s expense, in the investigation, defence or settlement thereof, subject to the privileges and immunities of GOAL.

The Supplier shall not permit any lien, attachment or other encumbrance by any person or entity to remain on file in any public or official office or on file with GOAL against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Supplier.

1. TERMINATION OF CONTRACT

Either party may cancel this Contract before the expiry date of the Contract by giving notice in writing to the other party. The period of notice shall be 5 days in the case of contracts with a total period of less than two months or 14 days in the case of contracts with a longer period.

In the event of the Contract being terminated prior to its due expiry date in this way, the Service provider/contractor shall be compensated on a pro rata basis for no more than the actual amount of work performed to the satisfaction of GOAL. Additional costs incurred by GOAL resulting from the termination of the Contract by the Service provider/contractor may be withheld from any amount otherwise due to the Service provider/contractor from GOAL.

This contract shall be automatically terminated, and the Service provider/contractor shall have no right to any form of compensation, if it emerges that the award or execution of the contract has given rise to unusual commercial expenses.

Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company

GOAL reserves the right to withhold payments while any investigation is taking place into suspected wrongdoing or breaches of policy. GOAL reserves the right to make no payment of sums due (even when goods or services have been supplied), in instances where wrongdoing is present.

1. CONFIDENTIALITY

The Supplier shall not advertise or otherwise make public the fact that he is a Supplier to GOAL without specific approval from GOAL. Nor shall the Supplier in any manner whatsoever use the name of GOAL, or any abbreviation thereof, in connection with his business or otherwise. Non-observance of these conditions shall entitle GOAL to cancel the Contract, or any part thereof, and to hold the Supplier liable for any damages which GOAL has sustained as a result thereof.

1. DISPUTES - ARBITRATION

Any claim or controversy arising out of or relating to this or any contract resulting here from, or to the breach, termination or invalidity thereof, shall be, unless settled amicably through negotiation, submitted to arbitration in accordance with Irish law.

1. SETTLEMENT OF DISPUTES

The parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of or in connection with this Contract including any disputes regarding the existence, validity or termination. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

Unless, any such dispute, controversy or claim between the parties arising out of or relating to this Contract or the breach, existence, termination or invalidity thereof is settled amicably under the preceding paragraph of this article within sixty (60) days after receipt by one party of the other party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either party to arbitration in accordance with the UNCITRAL Arbitration rules as at present in force, including its provision on applicable law. The place of arbitration shall be Antakya, Turkey and the language to be used in the proceedings shall be English. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in this Contract, the arbitral tribunal shall also have no authority to award interest. The parties shall be bound by any arbitration award rendered as a result of such arbitration and as being the final adjudication of any such dispute, controversy or claim.

1. WITHHOLDING TAX

GOAL reserves the right to deduct withholding tax from the service provider/contractor's invoice if so required by law. This will apply unless the service provider/contractor has supplied in advance the required documentation proving its exemption from withholding tax (e.g. withholding tax exemption certificate).

1. GOVERNING LAW AND JURISDICTION

These Terms and Conditions shall be governed by the laws of Ireland and subject to the exclusive jurisdiction of the Turkish Courts.

1. ENVIRONMENTAL STANDARDS

Service provider/contractors should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

* Waste Management
* Conservation
* Energy Use
* Sustainability

1. HUMAN TRAFFICKING

GOAL has adopted a policy supporting the prohibition of trafficking in persons including the trafficking-related activities for any purpose, including the use of forced labour. Service providers/contractors and their employees, and agents shall not: —

* Engage in severe forms of trafficking in persons during the period of performance of the contract;
* Procure commercial sex acts during the period of performance of the contract;
* Use forced labour in the performance of the contract;
* Destroy, conceal, confiscate, or otherwise deny access by an employee to the employee’s identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;
* Use misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work Should the Service provider/contractor become aware of, or suspect, human trafficking activities during the execution of the contract the Contractor must immediately inform GOAL to enable appropriate action to be taken. In respect to any contract funded by the UK Government the Service provider/contractor is expected to be familiar with the terms of the UK Modern-Slavery Act 2015, and to abide by the conditions of the Act.

# Legal Operation

GOAL operates within the law of the country of operation and within international legal requirements. GOAL expects all companies to fulfil their legal obligations, including meeting their tax liabilities and duties in accordance with the relevant tax legislation. Please comment below if you feel there are any matters you need to bring to GOAL’s attention.

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*Please continue on a separate sheet if necessary.*

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this and future tenders.

Signed: (Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_