



BATAL 19-RFP-419
PSS Training

SOLICITATION DATA:

DOCUMENT REFERENCE	B19-419 PSS Training
PROCUREMENT NUMBER	AZ
GENERAL CORRESPONDENCE	procurement@maydayrescue.org
BIDS	procurement@maydayrescue.org
ISSUE DATE	06-11-2018
QUESTIONS AND CLARIFICATION DUE	20-11-2018
BID SUBMISSION DATE	06-11-2018 to 19-11-2018
BID SUBMISSION TIME	12:00 HRS UTC+2
PLANNED AWARD DATE	01-12-2019
PLANNED CONTRACT/DELIVERY DATE	03-12-2019
BID CURRENCY	USD

Proposals must be comprised of one PDF copy of the Technical Proposal and one PDF copy of the Cost/Business proposal, labeled with the above-stated subject, number and title, and Sent to: PROCUREMENT@MAYDAYRESCUE.ORG. Bids sent to any other E-mail will not be evaluated. Any questions should be submitted to PROCUREMENT@MAYDAYRESCUE.ORG no later than SIX DAYS after the issue date of this RFP. No questions will be considered if they are received by means other than the specified email address.

Sincerely,
 Mayday Rescue Procurement Department.

SECTION 1: SOLICITATION INSTRUCTIONS AND INFORMATION

DESCRIPTION OF ENTITY

Stichting Mayday Rescue Foundation is a not-for-profit foundation registered and headquartered in Amsterdam with projects running in Europe, the Middle East and Africa. Mayday's mission is to save lives and strengthen communities in areas of the world that are entering, enduring or emerging from conflict and natural disasters. This is achieved by building partnerships with grassroots emergency response groups at the local, regional and national levels.

Background:

The White Helmets (WH) are civilian volunteers who have been providing emergency services inside Syria since 2012. The nature of their work and other stresses due to the conflict have placed the volunteers under intense psychological pressure affecting their mental and physical well being. Psycho Social Support (PSS) training has been identified as a priority for the volunteers.

Scope of Work:

The project will provide PSS awareness and Psychological First Aid (PFA) training to WH volunteers inside Syria and Turkey. The successful bidder will:

- Develop PSS training materials to be used by WH teams inside Syria.
- Conduct a PSS leaders course inside North West Syria.
- Conduct a PSS awareness course inside Turkey.
- Hold follow up sessions with WH PSS leads.

Project Goals:

- Enhance WH understanding and awareness of PSS needs.
- Enable WH to identify those in need of PSS support.
- Allow WH to employ appropriate PSS coping mechanisms.

Project Outputs:

- Train 40-50 Syria based WH volunteers in PSS who will act as PFA leads for their respective centers.
- Develop and deliver a PFA course that will be delivered to WH volunteers inside Syria.
- Train 40-50 Turkey based WH volunteers in PSS and PFA awareness.
- Hold 6 follow up sessions with PSS leads in Syria.

Key Deliverables:

Research, Course Design and Development

- Engage with WH and MR staff
- Conduct research into the PSS needs of WH

Course Delivery

- Write and submit syllabus and complete lesson plans
- Emphasize activity based learning
- Provide reference documents and case studies
- Ensure course materials are compatible with online learning platform
- Administer trainings directly in Arabic

Desired Learning Outcomes

Students will be able to:

- Summarize PSS and PFA theory
- Describe benefits of improved psychological health
- Apply realistic coping mechanisms
- Develop individual and community coping strategies

GENERAL INFORMATION

These general information will not form part the Contract. They are intended solely to aid suppliers in the preparation of their proposals. **Read and follow these instructions carefully.**

1. The schedule of events and information provided in **SOLICITATION DATA** of this document must be adhered to.
2. Mayday Rescue will reject any bids that do not serve the best interest of Mayday, their benefactors or beneficiaries for, but not limited to the following reasons:
 - Proposals received after the submission deadline.
 - Proposals containing irregularities.
 - Proposals that do not adhere to the instructions contained herein.
 - Unbalanced values.
 - Unethical conduct.
 - Reason for believing collusion exists amongst suppliers and/or other stakeholders.
 - The Supplier having any form of unresolved dispute with Mayday Rescue.
 - Lack of competency revealed by our own findings or those of an agency.
3. General correspondence is to be addressed to the procurement officer listed in Section 1 of this document. Actual bids must be sent to procurement@maydayrescue.org.
4. Issuance of this document, your preparation and subsequent evaluation shall not commit Mayday Rescue to award contract to any supplier. Furthermore, in no event shall choosing a specific supplier for further negotiations be construed to create any legal obligations on the part of Mayday Rescue.
5. This document is provided for the exclusive use of your company and shall not be made available to other parties without consent being granted by Mayday Rescue. Both you and Mayday Rescue acknowledge that they may come in contact with non-public information, which is considered confidential or proprietary to the other (including this document). Each party agrees not to use such information for its own benefit or allow it to be released to, or used by others.

COST AND FEES

- All costs arising from preparation of bids, meetings, presentations or provision of samples shall be borne by the bidder regardless on the outcome of the tender process.

AMENDMENTS TO SOLICITATION DOCUMENTS

- At any time prior to the deadline for submission of bids, Mayday may modify the requirements listed within this document. All bidders will be notified of any such changes.

LANGUAGE OF BIDS

Bids and correspondence relating to this tender must be submitted in English. The bidder is responsible for the accuracy and contents of any documents that are translated.

PAYMENT AND CURRENCY

- All prices must be quoted in the currency listed within **SOLICITATION DATA** of this document.
- All payment will be made in this currency and no adjustments will be made for fluctuations in currency.
- Terms of payment should be expressed in each bid you submit to Mayday. Final payment terms will be discussed and agreed upon prior to the award of contract being made.

DELIVERY-TIMEFRAME

The design stage to be started immediately after award of contract. The training course delivery to be conducted December 2018 or January 2019.

Submission of Proposal:

Proposals must be submitted to the following Email: PROCUREMENT@MAYDAYRESCUE.ORG as follows, each labeled with the RFP# and title:

1. Technical Proposal
2. Cost/Business proposal.

Content of Proposal:

The proposal shall be comprised of four sections:

- The Cover Letter (Annex 1) / Register your firm on the following link:
https://docs.google.com/forms/d/1gBwdbDRBhugwi6Bw4PTzYxQKvTK_dbuhFl1qv-_S6qc/viewform?ts=5be1558f&edit_requested=true
- Copy of the Offeror's Valid Business license
- The Technical Proposal
- The Cost/Business Proposal

The Cover Letter: should be on the Offeror's letterhead and MUST contain the information requested in Annex 1. Or register your firm on the following link:

https://docs.google.com/forms/d/1gBwdbDRBhugwi6Bw4PTzYxQKvTK_dbuhFl1qv-_S6qc/viewform?ts=5be1558f&edit_requested=true

Technical Proposal:

- Should clearly & precisely address theoretical and practical aspects that the Offeror has considered and will employ to carry out the Purpose / Scope of work of this RFP

- The Technical Proposal is the opportunity for the supplier to demonstrate that the firm is “technically capable” of providing the requested work, and should demonstrate the Offeror’s understanding of and capabilities to carry out the work, and address the key issues described in the Evaluation Criteria.
- If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the Offeror’s proposal will be automatically disqualified.

The Cost/Business Proposal:

must be submitted separately from the technical proposal and will primarily indicate the cost for performing the work specified in this RFP

Failure to comply with any of the above points will result in the Offeror being considered “unresponsive” and the proposal may be rejected.

If an Offeror provides insufficient information in their technical and/or cost proposal, Mayday Rescue reserves the right to request additional information, or to request a revised proposal from the Offeror, if necessary.

Mayday Rescue reserves the right to make multiple awards, or no award under this RFP.

EVALUATION CRITERIA:

The award will be made to the offeror whose offer presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first and then on Cost factors

Item	Requirement	Points Available
1) Ability to conduct training inside Northeast Syria and Turkey	The successful bidder will have to conduct the trainings inside Northeast Syria and Turkey. Only bids that demonstrate this ability will be considered.	Yes or No
2) Proven experience providing PSS and PFA training and consultancy	Technical Specification that include the correct and requisite specification to carry out this scope of work will be evaluated more favorably than specification lists that do not take these factors into consideration. Factors like, <ul style="list-style-type: none"> • Demonstrated experience in middle east context preferred • Demonstrated experience in similar projects 	35 points
3) Ability to conduct training courses in Arabic and provide course materials in Arabic and English	Bidders that can conduct the training in Arabic and provide the materials in Arabic and English with all required information will be scored more favorably than those that who will not provide.	20 points

4) Ability to provide qualified trainers	Bidders that include a lead consultant with a Master's degree or higher in relevant field and experienced and qualified trainers will be scored more favourably.	10 points
5) Timeframe - Delivery	Bidders that provide more advantageous timetable will be scored more favorably than those that will provide less advantageous.	10 points
6) Price	Bidders that provide more advantageous prices will be scored more favorably than those that will provide less advantageous prices	25 points
Total		100 points

Annex 1 - FORMAT FOR PROPOSAL COVER LETTER – TO BE PRINTED ON ORGANIZATIONAL LETTERHEAD

To: Mayday Procurement Team

Dear Sir / Madam:

We, the undersigned, offer to undertake the [Insert RFP No.], [Insert project title], in accordance with your Request for Proposal dated [Insert MM/DD/YYYY] and our Technical and Cost/Business Proposal submitted herein.

Our organization's details are as follows:

- i. Company's Name
- ii. Company's Address
- iii. Name of Company's authorized representative:
- iv. Telephone #/Cellular Phone #, Email address:
- v. Validity Period of Proposal
- vi. A valid Business License

Our proposal shall be binding upon us, subject to any modifications resulting from negotiation, up to expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organization:

- (a) has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;
- (b) is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
- (c) has a satisfactory performance record;
- (d) has a satisfactory record of integrity and business ethics;
- (e) has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
- (f) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorized Signature:

Name and Title of Signatory:

Date: