

# REQUEST FOR PROPOSALS – RESEARCH STUDY ON LOCAL ORGANISATIONS WORKING DURING AND AFTER THE EARTHQUAKE HUMANITARIAN RESPONSE IN TÜRKIYE/SYRIA

## 1 BACKGROUND

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The Humanitarian Leadership Academy as part of Save the Children is one of the leading organisations providing humanitarian learning globally, supporting individuals and organisations to prepare for and respond to crises.

The HLA believes that to continually meet the changing needs of the sector and understand the ever-changing humanitarian landscape, it is vital to invest in research and learning. To this end, the HLA is seeking researchers involved in the humanitarian response to the earthquake in Türkiye/Syria to carry out a discreet research project, contributing to the understanding of the local humanitarian response in the region.

With this Terms of Reference, we seek to invite proposals from **researchers from or based in Türkiye (preferably Gaziantep)** for a rapid research (of the duration of five months in total) on the role of local organisations operating in the Türkiye/Syria earthquake response.

## 2 OBJECTIVES

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This rapid research will focus on understanding the work of local organisations in operating during and after the humanitarian response to the earthquake in Türkiye/Syria. Through this research project, we seek to highlight the contribution of local organisations in this context, providing robust evidence on the scale and type of operations implemented by local humanitarian actors.

The research will focus on both formal organisations (such as local non-governmental organisations), and informal initiatives (e.g. volunteer and grassroots organisations, and other informal initiatives). During the inception period, the researchers will assess the feasibility of including informal initiatives into the study, as they may be harder to track and engage with.

Through the research, we seek not only to understand the scale of this contribution, but also to understand how INGOs, such as Save the Children/HLA, can provide tailored and meaningful support. This project will inform how the HLA, and more broadly Save the Children, can take up the mandate of powershift and localisation as part of the Engine 2 approach. It will serve as a basis for understanding the needs of these organisations and make sure the HLA can support them in the future.

The main objectives of this consultancy are as follows:

- To create a snapshot of local humanitarian organizations operating in the earthquake response
- To understand the operations of local humanitarian organisations, their needs and challenges
- To provide the HLA with recommendations on ways to support local humanitarian organizations involved in this specific response.

**The research will be delivered by research consultants or research organisations from, or**

based, in Türkiye (preferably Gaziantep). Preference will be given to local research consultants or organisations.

We are envisaging this research to be conducted by a team of one or two mid-level or senior research consultants, with potentially a member of the HLA Research & Evidence team in a senior role, depending on the make-up of the proposed team.

### 3 RESEARCH QUESTIONS

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#### Overarching research question:

- How have local organisations (including local NGOs, volunteers, grassroots organisation) evolved their support to local populations since the earthquake in 2023?

#### Sub-questions:

- a. How are local organisations understanding/addressing evolving needs of the populations, particularly those of women, youth, people with disabilities?
- b. How have they coordinated among themselves and with other actors during and after the response?
- c. How has funding changed between 23 and 24?
- d. How have the relationships with INGOs/international organisations changed over time?
- e. What are the future needs that need to be addressed?

The focus of the research will be on local NGOs, including small NGOs/volunteer and grassroots organisations, to address the gap in knowledge we have around this particular sector of the civil society.

### 4 METHODOLOGY

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The research will adopt a mix-methods approach, including:

- 1) Desk research: brief analysis of available literature regarding women's role in other humanitarian crises and, more specifically, in this crisis. This will provide background and context to the subject matter.
- 2) In-depth interviews and focus group discussions: The interviews and focus group discussions will be conducted with local organisations to gather their experiences and perspectives. The qualitative data will gather deeper insights into the work of organizations operating in the sector.

The methodology will be further discussed in detail and designed during the inception period, taking into account a variety of factors.

## 5 DELIVERABLES

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It is expected that the research will produce the following deliverables:

- 1) Brief inception report, outlining refined research questions, methodology, timeline and outputs of the research.
- 2) Research report, synthesizing data from different sources and providing insights and recommendations.
- 3) Learning brief, distilling the main findings and recommendations of the research report, which can be used for public use and/or advocacy purposes if relevant.
- 4) Delivering presentations about the research to relevant stakeholders.

Translation costs (if applicable) of the deliverables will be covered by the HLA, but the **consultancy will be fully conducted in English and the reports will be written in English**. It is expected that research tools (eg. surveys, interview questions, etc.) are shared with the HLA team in English before implementing the research.

## 6 TIMELINE

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It is expected that the research will start in **August 2024** and end in **December 2024**.

## 7 QUALIFICATIONS AND REQUIREMENTS

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Prospective consultants should meet the following criteria:

1. Demonstrated experience in conducting and delivering research in humanitarian settings, particularly in Türkiye/Syria
2. At least 5 years of experience in the humanitarian sector as researchers
3. Proven track record of conducting research with local organisations and community members, using participatory and gender-sensitive research methodologies
4. Fluency in written and spoken English, Turkish and Arabic
5. The team delivering the research **must be** based in the countries of research. Preference will be given to local researchers and/or organisations
6. A proven track record of conducting research for reputable organisations in the humanitarian sector and in particular in conflict zones, with refugees and other vulnerable groups
7. Ideally have a strong network of local organisations working in the earthquake response to leverage contacts for research
8. Strong interpersonal and communication skills, cultural sensitivity with international teams
9. Ability to write concisely in English
10. Experience of working collaboratively with international organisations on multi-stakeholder projects
11. Availability and willingness to travel to conduct primary research if required

## 8 FEES AND REIMBURSEMENT

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Selected consultants shall be compensated for their research services under this contract. Consultants shall submit a detailed budget, specifying the services rendered and the corresponding fees, after each completed research iteration.

Payment will be made promptly upon submission of deliverables and verification of the invoice and other required documentation. It is understood that the agreed fee shall remain fixed for the duration of the contract, subject to any mutually agreed-upon adjustments due to unforeseen circumstances or changes in the scope of work.

## 9 BIDDER'S PROPOSAL

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Please detail how the consultant(s) meet the "Qualifications and requirements" in a proposal (max 15 pages). In the proposal, please ensure that you include the following information:

- Relevant experience and examples of similar work completed
- Proposed approach and methodology
- Timeline
- Two references
- Consultant(s) CV with relevant experience as an Annex.

Please also submit commercial details as outlined in section 9.1, and general due diligence details as outlined in section 9.2.

The deadline for receiving proposals is **26<sup>th</sup> July at 23:59 BST**

Please send your proposal to: [e.sandri@savethechildren.org.uk](mailto:e.sandri@savethechildren.org.uk)

### 9.1 BUDGET

Please provide your proposed cost in the table below.

Work stage	Hourly and/or daily* rate	Proposed number of hours/days	Total cost
<i>(Add stages as appropriate)</i>			

\* minimum of 7 hours per day

### OTHER COSTS

If there are any further costs or expenses that you propose charging, please detail these below together with an explanation.

Cost description	Value	Reason

## 9.2 GENERAL DUE DILIGENCE

Please provide the following information

<b>1 Basic Details of Your Organisation</b>		
(for individual consultants, please complete items relevant to your individual consultancy)		
1.1	Name of the organisation submitting the tender:	
1.2	Address: Post Code:	
1.3	Telephone number:	
1.4	E-mail address:	
1.5	Website:	
1.6	Company Registration number: Company DnB number:	
1.7	VAT Registration number:	
1.8	Is your organisation: (Please tick one)	i) a public limited company?
		ii) a limited company?
		iii) a partnership
		iv) a sole trader
		v) other (please specify)
1.9	Name of (ultimate) parent company (if this applies):	
1.10	Companies House Registration number of parent company (if this applies):	

	Insurance type:	Do you have this cover?	Value insured up to:
1.11	Public liability	Y/N	
	Employer's liability	Y/N	
	Professional indemnity	Y/N	
1.12	Please declare any personal connections between you/your staff and staff or trustees of the Save the Children Fund or the Humanitarian Leadership Academy that may pose a conflict of interest.		
1.13	Please declare any contracts or connections with organisations at potential conflict of interest with the Save the Children Fund or the Humanitarian Leadership Academy.		
1.14	Please declare any legal actions against you which are pending or underway.		
1.15	Please advise whether you have any links with the tobacco, pornography, arms or carbon intensive fossil fuels (thermal coal, oil shale and tar sands) industries.		
1.16	Please provide details of three reference clients for which you have provided services similar to our requirements. References will only be taken up for the successful bidder.		

The HLA's due diligence procedures include organisational checks, and anti-terrorism vetting.

# 10 INSTRUCTIONS FOR BIDDING

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## 10.1 TIMETABLE AND GENERAL BIDDING INFORMATION

This Request for Proposal does not constitute an offer and the HLA does not bind itself to accept any proposal. The HLA reserves the right to accept a proposal in part, rather than in full.

Bidders are requested to submit their responses to the HLA's key contact in this process:

Elisa Sandri, Research and Evaluation Specialist, e.sandri@savethechildren.org.uk

Please submit your proposal along with your CV by no later than **26<sup>th</sup> July at 23:59 BST**. NB: The HLA will be reviewing applications in real time as they are submitted, and we strongly recommend that prospective suppliers share their responses ASAP.

Responses will be assessed based on demonstrated ability of a prospective organisation's ability to meet the "Statement of Requirements / Objectives" and "Consultant Specification", and incorporating a value for money approach.

## 10.2 CONFIDENTIALITY

Documentation in relation to this Request for Proposal and any proposals received by the HLA in response to it shall be treated as private and confidential save where the disclosure is required by law.

Suppliers shall not:

Release any information relating to the Request for Proposal and the proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the proposal;

Canvass directly or indirectly with any other bidder concerning the award of the contract or directly or indirectly obtain, or attempt to obtain information;

Canvass directly or indirectly with a member of SCUUK or any other campaign coalition partners' staff or their trustees concerning the award of the contract or directly or indirectly obtain or attempt to obtain information from said individuals.

If a supplier does not observe paragraphs 4.2.1 and 4.2.2 above, SCUUK will reject their proposal and may decide not to invite the agency to bid for future work.

## 10.3 CONTRACT AWARD/ACCEPTANCE OF PROPOSAL

At the conclusion of the evaluation process and subject to the provisos contained in these instructions, the HLA will decide to which supplier the contract will be awarded and the successful supplier will be expected to enter into a formal agreement.

The formal contract agreement will be in a form prepared by the HLA.

## 11 ENQUIRIES

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For any enquiries or clarifications regarding this ToR, please contact Elisa Sandri, HLA Research and Evaluation Specialist ([e.sandri@savethechildren.org.uk](mailto:e.sandri@savethechildren.org.uk)), or Rana Nheili, HLA Regional MEAL Officer ([rana.nheili@savethechildren.org](mailto:rana.nheili@savethechildren.org)).