

TENDER PACKAGE.

INVITATION TO TENDER FOR

**Consultation opportunity for Conducting Climate-sensitive and
Green Economy-based Market Needs Assessment in Anbar,
Salah al-Din, Kirkuk, and Ninewa**

Reference:

**Tender Reference:
ITT-ERB-25-001**

TABLE OF CONTENT

INSTRUCTIONS TO TENDERERS	3
1 PURPOSE OF THE TENDER PACKAGE	3
2 INVITATION TO TENDER TIMETABLE	3
3 INSTRUCTIONS TO TENDERERS	3
3.1 Supplier Application	3
3.2 Tender Proposal	4
3.2.1 Currency	5
3.2.2 Tender Validity	5
3.2.3 Tender Presentation.....	5
3.2.4 Compliance.....	6
3.2.5 Technical Offer	6
3.2.6 Price Proposal.....	5
4 CONDITIONS OF TENDERING	5
4.1 Questions / Request for Clarification	5
4.2 Clarification meeting/site visit	5
4.3 Alteration or withdrawal of tenders	5
4.4 Costs of preparing tenders	5
4.5 Late Proposal	6
4.6 Eligibility	6
4.7 Compliance.....	7
4.8 Right to reject all Tenders	7
4.9 Power to accept part of a tender	7
4.10 Specification	7
4.11 Confidentiality	7
4.12 Tender Process	7
4.13 Notification award and contract signature	6
4.14 Ownership of Tenders.....	6
4.15 Type of contract	7
4.16 Cancellation of the tender procedure.....	8
APPENDIXES	7
APPENDIX A: TECHNICAL SPECIFICATIONS.....	ERROR! BOOKMARK NOT DEFINED.
APPENDIX B: TENDERER'S DECLARATION.....	ERROR! BOOKMARK NOT DEFINED.
APPENDIX C: SUPPLIER QUESTIONNAIRE	10
APPENDIX D: PRICE PROPOSAL	11

INSTRUCTIONS TO TENDERERS

1 PURPOSE OF THE TENDER PACKAGE

The purpose of this Tender is to obtain competitive offers for

- HRF have a tender process for

Conducting Climate-sensitive and Green Economy-based Market Needs Assessment in Anbar, Salah al-Din, Kirkuk, and Ninewa

, within their requirements, for: ITT-ERB-25-001

HRF invites your submission of a tender to provide services in accordance with the conditions detailed in the attached documents. HRF intends to issue a contract for the following services: **Conducting Climate-sensitive and Green Economy-based Market Needs Assessment in Anbar, Salah al-Din, Kirkuk, and Ninewa**

2 INVITATION TO TENDER TIMETABLE

	DATE	TIME (City)
Tender Package Available from:	6 th May 2025 11 th May 2025	11:30 AM - 01:00 PM
Submit Questions Deadline:(To send Questions by email to address: Ahmed.Aziz@hrf.co.uk)	10 th May 2025	01:00 PM
Deadline for submission of tenders	11 st May 2025	1:00 PM

3 INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be.

Tenderers are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this TENDER PACKAGE.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

3.1 Supplier Application

The application must be submitted in an envelope entitled:

“Supplier Application “Supplier name” response to tender: ITT-ERB-23-0013

All of which must be initialled and signed by an authorised person, with powers to represent the company.

Selection criteria for eligibility:

This part concerns the information given in the supplier questionnaire, each tenderer Should also include the bellow documents, otherwise the tender will be excluded, the bellow document will assist us in judging their suitability according to the below criteria:

- 1- **Registration of company/service provider**
- 2- **Valid Tax letter update 2025**
- 3- **Company Profile or CV**
- 4- **Experience in similar service**
- 5- **Provide a copy of business bank account**

Awarding Criteria Summary (Points allocation)

Evaluation Criteria	Weight (%)
Supplier Experience and Expertise: <ul style="list-style-type: none"> • Previous Experience: The consultant must have demonstrated experience in conducting climate-sensitive and Green Economy Market Needs Assessment, with a proven track record of conducting not less than two research studies within the past two years with INGOs. • Practical Experience: Has expertise on Economic Growth & Market Systems Development thematic areas-such as SMEs, Livelihoods, and related areas. • Qualitative Research Skills: The consultant should possess experience in conducting qualitative research methodologies such as key informant interviews, focus group discussions, or other relevant tools. • Relevant Partnerships: Experience working with local or international NGOs, UN agencies, research institutes, or other relevant entities is preferred. • Team Composition: CVs of all evaluation team members proposed for the assessment must be submitted, demonstrating their relevant skills, competencies, and experience necessary to carry out the assessment effectively. 	%25
Delivery Time: Timely Delivery Commitment: Bidders/suppliers/service providers must submit a written letter affirming their commitment to delivering the required training within the agreed-upon timeframe and are flexible to adaptations.	%15

Technical Quality of the Consultancy Proposal Understanding of Deliverables: The consultant's proposal should demonstrate a clear understanding of the requested deliverables for the assessment and articulate the importance of effective policy work in this context. Comprehensive Work Plan: The proposal should include a detailed work plan outlining the methodology, data collection techniques, analysis approach, and reporting structure. Language Proficiency: Demonstrated high level working proficiency in English is required, as the assessment will involve communication and reporting in English.	%25
Price Price in comparison to the other bidders' offers	%35
TOTAL SCORE	100%

3.2 Tender Proposal

Tenderers are invited to submit their best technical and economic tender in English to the exact formats and specifications required by HRF. Tenders not respecting these formats and specifications will be rejected.

The tender must be submitted in an envelope entitled:

"Tender proposal "Supplier name" to tender: ITT-ERB-25-001

This contains:

- Tender Technical offer
- Price proposal

Price proposal must be initialled and signed by an authorised person.

3.2.1 Currency

All prices shall be expressed in **IQD** not including VAT. This is to allow for a fair comparison of prices, following the award of the contract; the working currency will be decided between HRF and the contracted party. Where exchange rates have been used to arrive at a USD figure this should also be provided.

3.2.2 Tender validity

Tenders shall remain valid for a period of minimum 12 calendar months after the deadline for receipt of tenders, however HRF will welcome any longer validity period for the tender.

3.2.3 Tender Presentation

Tenderers may submit a tender for **Conducting Climate-sensitive and Green Economy-based Market Needs Assessment in Anbar, Salah al-Din, Kirkuk, and Ninewa**

Mentioned according with the list of stock shown clearly in the response.

Prices and lead times, presented in the tender, should be firm and valid **for a period of Twelve months (1 year)** from the date of its signature by both Parties.

3.2.4 Compliance

Your basic offer shall be strictly in accordance with the technical specifications specified in the:

- Appendix A : Technical specification
- Appendix D : Price proposable.

Award of the contract is based on the criteria listed at paragraph 4.12 Tender Process

3.2.5 Technical Offer

A **technical** tender offer describing the way in which the tenderer intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principals and values of HRF.

3.2.6 Price proposal

- Clear breakdown of costs related to goods/services requested, and
- A detailed **price list** for all the services linked to the technical requirement (e.g. equipment service, beneficiaries training)
This list forms an integral part of the contract resulting from this invitation to tender and will serve as a control instrument for our finance team during invoice verification. Any component not found in this list can be neither invoiced nor paid, therefore, it should be comprehensive. By providing this price list, tenderers agree to abide by it and its accompanying conditions in carrying out the contract.
- Additional services that the service provider would be willing to provide [HRF](#) at no cost.

4 CONDITIONS OF TENDERING

4.1 Questions / Request for clarification

Any requests for clarification may be submitted by email to Ahmed.Aziz@hrf.co.uk before 10th May 2025 @ 01:00 PM.

4.2 Clarification meeting / site visit: Recommended.

4.3 Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

4.4 Costs of preparing tenders

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

4.5 Late Proposal

Tenders must be received before 11st May 2025 at **1:00 PM** Iraqi time. Tenders received after the closing date will not be considered, unless in HRF sole opinion there are exceptional circumstances which have caused the delay.

4.6 Eligibility

Participation in tendering is open on equal terms to any company.

4.7 Compliance

HRF reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

4.8 Right to reject all tenders

HRF are under no obligation to accept lowest offer.

4.9 Power to accept part of a tender

HRF reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

4.10 Specification

If the tenderer wishes to propose modifications to the specification (which may provide a better way to achieve HRF objectives) these must be considered as an alternative offer. The Tenderer must make alternative offers in a separate letter to accompany the tender. HRF is under no obligation to accept alternative offers.

4.11 Confidentiality

Tenderers must treat the invitation to tender and all associated documentation supplied by HRF as confidential.

4.12 Tender Process

HRF reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

In the interests of transparency and equal treatment and without being able to modify their tenders, tenderers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. These requests can only be for clarification purposes, not for the correction of major details.

Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence HRF in its decision concerning the award of the contract will result in the immediate rejection of his tender.

4.13 Notification award and contract signature

The successful tenderer will be informed by email or phone from the Logistic team their tender has been chosen (notification of award). HRF will agree with the selected tenderer on the final contract version and will send the signed documents in two original copies to the successful tenderer.

Within **7 working days** following the reception, the successful tenderer will sign, date and send back the contract. The selected tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within **7 working days**, HRF can consider (after notification) the award as null and void.

4.14 Ownership of tenders

HRF retains ownership of all tenders received under this tender process. Consequently, tenderers have no right to have their tenders returned to them.

HRF guarantees that tender offers shall remain confidential.

4.15 Type of contract

The contract that will be concluded between the successful tenderer and (HRF) is done according to (HRF) standard contract.

By submitting an offer to this Invitation to Tender, the tenderer accepts HRF's contract terms. If any remark or reserve were to be raised by the tenderer, they should be clearly written down in a free format document included in the tender. Such documents should include the tenderer's proposal to replace the discussed sections of the contract.

4.16 Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by HRF.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available to HRF.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will HRF be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if HRF has been warned of the possibility of damages.

Tenderers are requested not to contact HRF during the tender assessment period, unless through the formal questioning mechanism outlined above or if they are an existing HRF supplier, and then only in pursuit of existing HRF business.

APPENDIXES

Appendix A: Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Supplier Questionnaire

Appendix D: Price proposable

Appendix A: TECHNICAL SPECIFICATION AND PROJECT SUMMARY

Community Security and Socioeconomic Reintegration of Vulnerable and At-Risk of Marginalization People of Returnees and Community Members - Rapid Market Assessment ToR

Introduction

HRF and UNDP are embarking on a comprehensive initiative aimed at fostering climate-sensitive community development and promoting green economy practices. This initiative underscores the critical importance of integrating environmental considerations into community-driven interventions while simultaneously fostering economic growth that is both sustainable and resilient to climate change impacts.

The Human Relief Foundation (HRF) is looking for an individual consultant for the project “Community Security and Socioeconomic Reintegration of Vulnerable and At-Risk of Marginalization People of Returnees and Community Members”. The project is being implemented by HRF in partnership with UNDP.

The Consultant must have both the operational capacity and experience in carrying out Rapid Climate Change Market Assessments; while focusing on Green Economy in the targeted locations of the project inside Iraq. The Consultant will be responsible for carrying out the project's: Climate-sensitive and Green Economy-based Market Needs Assessment. This responsibility is to be carried out vis-à-vis gender norms and expectations, and identifying the window of opportunity for exploring new economic opportunities beyond the traditional roles assigned to women in the target locations.

Target Locations:

Anbar (Rawah, Anah, Ramadi), Salah al-Din (Tikrit), Kirkuk (Kirkuk Center), and Ninewa (Mosul Center)

Briefing on the Project and Targets of BNFs:

The project aims to strengthen community stability and advance sustainable and peaceful socioeconomic reintegration through addressing unique needs of Iraqis returning from Al hol camp, disengaged volunteer fighters, and host community members in the targeted areas. It also aims to foster social cohesion, enhance livelihoods, and build community resilience. To achieve this, HRF will follow the following evidence-based three-pronged approach, while integrating the principles of tolerance and peacebuilding into all the various training and support activities:

1. **Climate-sensitive livelihoods and economic support to 361 direct beneficiaries:** the project will design and implement two tracks for supporting livelihoods and economic reintegration;

Track (1): Demand Driven Vocational Training and Facilitation of Employment

Track (2): Business Support Package. The two tracks will be implemented in parallel to enable timely completion, as it will be elaborated in the next section.

2. **Mental health and psycho-social support programs to 361 direct beneficiaries:** the project will provide direct beneficiaries (the same individuals under the above-mentioned intervention) with MHPSS following IASC guidelines to foster the resilience of MHPSS recipients and their families so that they will be able to better integrate into their communities. The MHPSS will include psychoeducation, group and individual sessions based on the severity of the trauma, as well as training on life and emotional skills.
3. **Establishment and Operationalization of One-Stop-Information Center (OSIC) with safe space for women:** the project will facilitate easy access to information on all available opportunities (e.g. training, jobs, business grants, community engagement etc.) and provide services (e.g. psycho-social services, referral services, workshops etc.) for the beneficiaries and other community members in Sinuni, Sinjar, while focusing on women, through providing them with a physical safe space that can be utilized to address challenges and emerging issues facing women engagement in different spheres of life. There will be space/rooms that respect the privacy for women and girls. OSIC will also ensure easy accessibility for all, including elderly people and people with disabilities.
4. **Targeted Beneficiaries:**
5. A total of 361 individuals (181 Al hol returnees and 180 community members, 50% women, 30% youth (18-29 years old), and 10% People with Disabilities) in Anbar, Salah al-Din, Kirkuk, and Ninewa for 2025.
6. **The breakdown of beneficiaries per activity**

Output 1		
Activity	No of BNFs	Targeted BNFs
Activity 1.3 Demand Driven Vocational Training	198	50% Female
Activity 1.4: Business Development and Mentorship Support	163	50% Female
<i>Mental Health and Psychosocial Support Services (MHPSS)</i>	361 (Same BNFs as Activity 1.3 and 1.4)	50% Female
Total BNFs		361

Climate-sensitive and Green Economy-based Market Needs Assessment

The market assessment will be carried out by the selected Consultant. The Consultant shall facilitate consultative meetings with the local authorities and community leaders including the private sector representatives to discuss and determine the appropriate business sectors. These sectors may be targeted through Vocational Training topics and supported by business grants. The assessment should be designed to **identify the most pertinent needs, opportunities, and strategies to implement a Vocational Training scheme that targets established and emerging professions that can be converted into sustainable businesses.** Helping to foster green economy-based economic activities within targeted communities. Additionally, **the assessment strengthens livelihood support by building connections with potential employers who show willingness to provide job opportunities for the vocational training graduates.** _

Primary Objectives:

1. To identify the most promising economic sectors and ideas, with a focus on those that promote the green economy in Rawah, Anah, Ramadi, Mousel Center, Tikrit, and Center Kirkuk. The report will identify professions that will serve as a base for determining suitable vocational training topics / courses. Those topics must be convertible into sustainable businesses (e.g., green economy, renewable energy, waste management) while considering the community acceptance and market demand. This will include identifying the market gaps and needs in the targeted area, and highlight the barriers to hiring women, persons with disabilities (PwDs), minorities, Al-Hol returnees, and DVFs.
2. To identify and develop a list of potential employers and their contact details that will provide job opportunities for the vocational training graduates. The Project will focus on reaching out to companies and institutes in the target area that are promoting eco-friendly solutions through their approach to business.

Specific Objectives:

- Identify vocational training topics covering climate change and renewable energy for the 40-day training program with technical support from HRFs Livelihood Specialist.
- Identify the promising business ideas in the target areas for the 10-day Business Management training program with technical support from HRFs Livelihood Specialist.
- Identify key challenges and gaps within the green economy in the target areas, particularly in relation to resource availability, availability of skilled personnel, and the extent of public and private sector support.
- Analyze the state of the job market and explore pathways for promoting employment through green economy and climate-smart livelihood opportunities
- Discuss the factors affecting the sustainability of the green businesses and how resilient are these businesses.
- Be inclusive and participatory through for example engaging community leaders, the mayor, municipalities, employers, people of concern and the private sector.
- Ensure an accurate account of the gender disparity present within each community and the impact this has on women's participation in the business market, specifically in relation to sectors with a large ratio of female participants, such as agri-business. (Work closely with HRFs Gender Specialist)
- The report should also produce two summary tables per location, that shows, as follows:

Track (1): Demand Driven Vocational Training and Facilitation of Employment

Vocational Training Topic	Description	Climate-Sensitive and Green Impact	VT Syllabus/Training Profile	Examples of Business that can be established through providing toolkits	Examples of business willing to provide job opportunities to graduates of a similar VT course

More lines may be added as required.

Track (2): Business Support Package

Economic Sector	Business Idea	Description	Climate-Sensitive and Green Impact	Examples of Economic
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				Activities that can be established under this idea

More lines may be added as required.

Roles and Responsibilities of the Consultant

It is expected that HRF and the Consultant are to divide the roles as is outlined in the following table. The planned division of the roles is expected to be adjusted according to the proposal and further discussion between the two parties.

Activity	Consultant	HRF
First week		
Kick-off Meeting	Attending and sharing the meeting minutes with HRF	Leading the meeting
Preparation and Planning	Review Key Documents & Context -Study background documents (project proposal, UNDP/HRF framework, existing reports). -Understand the socio-economic, gender, and environmental dynamics of the target areas (Rawah, Anah, Ramadi, Mosul Center, Kirkuk Center, Tikrit).	Provide relevant project documents to the Consultant
	Develop Assessment Methodology -Design the data collection tools (e.g., surveys, FGD guides, interview questionnaires). -Ensure alignment with climate-sensitive, green economy principles. -Coordinate with HRF's Livelihood, Gender, and MEAL Specialists for tool validation.	Review and provide feedback and comments, if necessary, prior to the approval
	Stakeholder Engagement Planning -Identify key stakeholders (local authorities, private sector, NGOs, community leaders, women’s groups, etc.).	
Second Week		
Field Work and Data Collection	Community & Market Assessments -Hold focus group discussions and interviews in all six districts. -Collect qualitative and quantitative data on: <ul style="list-style-type: none">Market needs and gaps.Barriers to inclusion (esp. for women, PwDs, youth, returnees).Climate-related business opportunities.Employer readiness and interest in green job creation.	 Provide Gender and Livelihoods and MEAL Specialist to support the Assessment Monitor the progress and discuss any issues and challenges.
Third Week		
Data Analysis and Drafting	Analyse Collected Data -Identify high-potential economic sectors.	Review and provide feedback and comments, if

	<ul style="list-style-type: none"> -Map current and emerging green job opportunities. -Identify specific business ideas aligned with renewable energy, waste management, etc. <p>Develop Vocational Training and Business Support Tables</p> <p>Track 1: Vocational Training – Topics, VT profiles, potential businesses, employer contacts.</p> <p>Track 2: Business Support – Business ideas, climate-sensitive impacts, feasible examples.</p>	necessary, prior to the approval
<i>Forth Week</i>		
<i>Report Finalization and Validation</i>	<p>Draft Full Report</p> <ul style="list-style-type: none"> - Include executive summary, methodology, findings, analysis, summary tables, recommendations. <p>Revisions</p> <ul style="list-style-type: none"> -Present to HRF/UNDP and local stakeholders for validation. -Incorporate feedback. <p>Final Submission</p> <ul style="list-style-type: none"> -Submit a final report with annexes (employer list, data tools, meeting summaries). - Deliver a clear, structured, and visually engaging presentation of the final findings to effectively communicate key insights and support stakeholder understanding and decision-making. 	Review and provide feedback and comments, and approval.

Appendix B: TENDERER'S DECLARATION

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this TENDER PACKAGE including the contract template with its annexes and the HRF Ethical and Environmental Policy. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at HRF discretion.

We hold no reservation in regard to the TENDER PACKAGE; and are aware that any reservation may result in the rejection of the tender by HRF.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform HRF in writing.

We declare that are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform HRF in written.

Company name and address:
Company's Representative name:
Title of Representative in the Company:
Representative's signature and stamp:
City, date:

Appendix C: SUPPLIER QUESTIONNAIRE

1) Company Profile

Name of Company	
Registered Office address	
Ordering Address (if different)	
Payment Address (if different)	
Telephone Number	
Email	
Website	
Company Registration number	
Year established	

3) Experience & Subcontracting

Please provide details of 3 customers/clients for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Customer/Organisation			
Contact name			
Telephone No			
Email			
Year of contract			

Declaration (to be completed by Senior Authorised Manager. Please insert electronic signature or type name):

I confirm that all the information given is accurate. For and on behalf of the supplier:

Name:	Position:
Date:	Signature:

Appendix D: PRICE and DISCRPTION PROPOSAL

The supplier is requested to fill attached BOQ based on the unit price and add the total price of each BOQ in below table:

#	Description	Unit	Quantity	unit price USD
1	Quotation	-	1	
	Total Cost by IQD			

Supplier Name:

Contact Person:

Telephone Number:

Email Address:

Office Address:

Signature/Stamp:

Date:

PRIVATE & CONFIDENTIAL

AGREEMENT FOR GOODS AND SERVICES

N/A