

Invitation to Tender (ITT)

27/08/2025

**Invitation to Tender (ITT) #** SEPII-Research-01

**ITT name:** Research Services to support Evidence and Learning and Informing the Agenda of SEP II.

**Submission deadline:** 31 October 2025

Dear Tenderer,

Chemonics Group UK Limited (Chemonics) invites you to submit a Tender for Research Services to support Evidence and Learning and Informing the Agenda of SEP II.

In addition to this Letter of Invitation, the ITT Pack includes:

Volume 1 – Key Procurement Information

Volume 2 - Instructions to Tenderers and Evaluation Criteria

Volume 3 - Terms of Reference (ToR)/Specifications

Volume 4 – Annexes

Annex 1 - Cover Letter (Declarations)

Annex 2 - Chemonics Tendering Requirements and Conditions

Tenderers are required to read “**Chemonics’ Ethical and Business Conduct requirements”** in Annex 2, Section 1 and declare they have understood and adhere to these conditions in the Cover Letter provided in Annex 1.

This ITT does not obligate Chemonics to execute a contract, nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals.

All inquiries or requests for clarifications relating to this ITT must be made through the Procurement Point of Contact (POC) listed in the Key Procurement Information in Volume 1. Please contact the POC immediately if any of the ITT documents are missing.

Sincerely,

Kathleen Keiser

Programme Director

### Volume 1. Key Procurement Information

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| --- | --- |
| ITT number: | SEPII-Research-01 |
| Project Name/No.: | The Syria Education Programme II (SEP II) referred to as “Project” |
| Authority/Chemonics Client: | Foreign, Commonwealth and Development Office (FCDO) |
| Implemented by: | Chemonics Group UK Ltd. |
| Description of Goods or services: | Research Services to support Evidence and Learning and Informing the Agenda of SEP II. |
| Issue date: | 27 August 2025 |
| ITT conference day: | N/A |
| ITT clarifications deadline: | 24 October 2025 |
| In-person presentations: | N/A |
| Submission deadline: | 31 October 2025 |
| Email for electronic submissions | [procurement@manahel.org](mailto:procurement@manahel.org) |
| Contract type/Pricing methodology: | Vendor Framework Agreement with Fixed Price or T&M Purchase Orders |
| Maximum budget for this procurement: | £115,000, with individual Purchase Orders likely to not exceed £15,000 |
| Plug figures: | N/A |
| Currency of offer | Offers are expected to be expressed in British Pounds. |
| Estimated period of Performance | 30th June 2027 |
| Proposal validity period: | 90 days |
| Anticipated date of award: | 27 November 2025 |
| Anticipated date of mobilisation: | 27 November 2025 |
| Country where Goods /Services will be delivered | Syria referred to as “Country of Performance” |
| Procurement point of contact: | Fadhilah Gubari ([fgubari@chemonics.com](mailto:fgubari@chemonics.com) ) referred to as “POC” |
| Chemonics contact details for the Tenderer or Tenderer Personnel to notify any potential conflict of interest, safeguarding, anti-bribery and corruption or any other compliance concerns | Chemonics Office of Business Conduct  Email: [businessconduct@chemonics.com](mailto:businessconduct@chemonics.com)  Online: [www.chemonics.com/reporting](http://www.chemonics.com/reporting)  Phone/Skype: 888.955.6881  WhatsApp: (+1) 202.355.8974 |
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**By submitting a Tender in response to this ITT, the Tenderer represents that they have read, acknowledge, understood, agree to, and will act in accordance with the terms set forth in this ITT, including the “Terms and Conditions of the Tender”, as may be modified from time to time, which can be found in Annex 2, Section 3.**

### Volume 2: Instructions to Tenderers and Evaluation Criteria

1. **Introduction**:

The goal of the Syria Education Programme (SEP II) (Project) is to strengthen the quality and inclusivity of formal primary education in Northwest Syria. The Goods or Services to be procured under this ITT are required for the Project’s implementation as further explained under Volume 3 -Terms of Reference. The Project anticipates issuing a Vendor Framework Agreement with Fixed Price or Time and Materials Call-down Purchase Orders. Chemonics intends to select one supplier but reserves the right to select multiple suppliers.

Tenderers are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this ITT.

1. **Submission Procedure for Tenders:**

Tenderers shall submit their tenders electronically by the submission deadline and at the email address in Volume 1- Key Procurement Information. The Technical and the Commercial tender must be submitted separately, and the technical proposal must not have any references to cost information.

Electronic submission of the tender must not exceed 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Tenderers must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The font size chosen for your tenders must not be less than Arial font size 10.

1. **Eligibility Requirements**

a. The Tenderer must be an organisation incorporated or legally organised under the laws of its place of business and must have proper licenses or registration to deliver the Goods or Services in the Country of Performance.

b. No Goods or services shall be eligible for payment if provided by a vendor included on any list of suspended, debarred, or ineligible bidders used by the United Kingdom or the United States Government.

c. Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If tenders include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

d. Tenderer must submit the self-declarations and representations included in Annex 1 and shall pass Chemonics due diligence process.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Evaluation and Award:**     An award will be made to the Tenderer whose proposal is determined to be responsive to this solicitation document and represents value for money to the Project. For each of the Evaluation Criteria, the evaluation team expects the Applicant to demonstrate **expert** understanding of the Terms of Reference (see Volume 3) and propose **excellent and appropriate** solutions which address all requirements, and which are innovative where appropriate. The proposal should be **tailored** to respond to the Terms of Reference and Evaluation Criteria **in all aspects**. The level of detail, clarity, and quality of information should provide the **highest degree of confidence** in certainty of delivery.  Proposals scoring less than 60 out of 100 on technical Evaluation Criteria will not proceed to commercial evaluation. If technical scores are nearly equal (within 10 points), the proposal offering better value for money will be selected. Chemonics may request clarifications or conduct interviews with top-scoring tenderers prior to final selection.  In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:     |  |  | | --- | --- | | **Technical Evaluation Criteria** | **Maximum Score** | | 1**. *Technical Approach and Methodology*:**  a. Technical know-how – Does the proposal clearly explain and responds to the objectives of the Project as stated in the Terms of Reference?  b. Approach and Methodology – Does the proposed approach and detailed activities and timeline fulfil the requirements of executing the Scope of Work effectively and efficiently?   * Aptness of the methods proposed. * Rigour and robustness of the approach to data collection and analysis. * Feasibility of the methodological approach, based on the time and budget proposed. * Relevance of research locations selected, as appropriate. * If relevant, approach to integrating innovative methods – such as GIS and satellite imagery, open source investigations, and/or big data/AI – into the research process. * Robustness of quality assurance processes built into the design, implementation, writing, and dissemination of the research proposed. * Feasibility and realism of plan for accomplishing the deliverables and delivering on time and within budget. * Ensure GEDSI considerations are integrated into the study | 30 | | **2. *Ethics, Safeguarding, Risk, and Duty of Care:***   * Aptness and robustness of approach to ensuring ethical research standards throughout the project cycle. Including informed consent and assent, child protection, and data privacy. * Strength of approach to ensuring the safety and security of researcher(s) and research subjects. * Robustness and aptness of identification and mitigation of risks. * Integration of gender- and conflict-sensitive research practices from design to implementation. * Data protection and compliance systems (including secure handling of personal data collected). | 20 | | 3. ***Corporate Capability:*** Does the Tenderer have the corporate capabilities, technical and administrative capacity to perform the Work in Syria? How quickly can they deploy in Syria? Can they provide products, outputs, and tools in both English and Arabic? Internal management systems to ensure quality control and timely delivery and obtaining approval from the government. | 15 | | 4***. Past Performance***: Does the Tenderer have previous experience providing services in similar size and scope?   * Track record of delivering similar research to Scope of Work (See Volume 3, Section 4 – Scope of Work). * Track record using the proposed methodology. * Relevance of existing networks for research access. * Evidence of ability to produce rigorous, high-quality research outputs. * Relevance and credibility of references provided | 25 | | 1. **CV and Personnel:** This will primarily be assessed based on the submitted CVs and reports / research documents submitted as part of the proposal (See Volume 3, Section 6 – Personnel. | 10 | | Total Technical score | 100 | | **Commercial Criteria** |  | | **The commercial proposal (Price) will not be scored**.  Cost/Price will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal (within 10 points), the commercial proposal will become the determining selection factor. Chemonics will award a contract to the Tenderer whose proposal represents value for money to Chemonics. Chemonics reserves the right to award to a higher priced Tenderer if a determination is made that the higher technical evaluation of that Tenderer merits the additional cost/price. | Pass/Fail |     **5. Tender details**    The following is the information required to be considered a responsive tender:    ***5.1 Cover letter:***All tenders without exception must include a cover letter using Annex 1 as a basis. The cover letter includes the Vendor’s/Subcontractor declaration and must include all documentation necessary for Chemonics to do its due diligence process. The declaration must be signed by an authorised representative of the company. Chemonics reserves the right to request additional documentation as part of its due diligence.    **5.2 *Technical Proposal***    The technical proposal shall comprise the following parts:    **Part 1: Technical Approach and Methodology.**  This part shall be maximum 10 pages long. Tenderers must demonstrate a clear, practical and technically sound plan for implementing research services as outlined in the Terms of Reference. This section must include the following:   * Description of the proposed methodology (qualitative, quantitative, or mixed-methods), including justification of chosen approach. * Explanation of sampling strategy relevant to anticipated research questions and target populations. * Data collection and analysis methods, including proposed tools, frameworks, and quality assurance processes * Timeline and activity plan for implementation, highlighting feasibility and alignment with programme timelines. * If applicable, description of innovative research tools or technologies (e.g., GIS, AI, satellite data). * How you are planning to integrate GEDSI principles within the research     **Part 2: Ethics, Safeguarding, Risk and Duty of Care.**  This part shall be a maximum of 6 pages long. Tenderers must demonstrate a comprehensive, contextually informed approach to upholding ethical standards, safeguarding, and risk management throughout the research lifecycle. This includes both the protection of research participants and the safety of research staff operating in Syria.  **Informed Consent and Assent Processes:**  Clear explanation of how informed consent with adults and assent with children will be obtained for all research activities, including qualitative interviews, focus group discussions (FGDs), and surveys.  Adaptation of consent processes to suit context:   * Verbal vs. written consent depending on literacy levels and cultural norms. * Use of visual or simplified consent scripts where needed. * Procedures for obtaining consent for remote or digital data collection.   Communication of key elements:   * Voluntary participation * Right to withdraw at any time * Explanation of potential risks and benefits * Clarity on confidentiality and use of data   **Do No Harm and Risk Mitigation**   * Proposed strategies to mitigate any risks anticipated during the research, including:   + Careful design of questions and methods   + Procedures for handling distress or disclosure of harm during interviews   + Avoidance of triggering or politicised language * Confirmation that all research activities will adhere to **“do no harm” principles**, with adjustments made as needed to avoid harm during implementation.   **Data Protection and Confidentiality**   * Clear data protection protocols aligned with international standards, including:   + Secure data collection methods (e.g., encrypted devices, anonymised survey tools).   + Confidential storage of all data in encrypted formats, with restricted access.   + Secure file transfer and password-protected platforms for data sharing.   + Anonymisation and de-identification of data prior to reporting. * Alignment with FCDO, GDPR, UK Data Protection, and Chemonics’ own data governance expectations.   **Safeguarding**   * Confirmation that all staff and enumerators involved in research will receive:   + Mandatory safeguarding training, including protection from sexual exploitation, abuse, and harassment (PSEAH).   + Training on child protection, trauma-sensitive interviewing, and referral protocols where needed. * Description of how safeguarding principles will be embedded in:   + Research tool development   + Field team conduct   + Participant interactions * Clear referral protocols for managing safeguarding disclosures, aligned with local services and Chemonics’ safeguarding policy.   **Parts 3 and 4: Corporate Capabilities and Past Performance.** This part shall not exceed 8 pages. This section must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Tenderers must include details demonstrating their experience and technical ability in implementing the proposed technical approach/methodology and the detailed work plan. Additionally, Tenderers must include 3 past performance references of similar work (under contracts, subcontracts or grants) previously implemented as well as contact information for the companies/donors for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the Tenderer’s performance, name and address of the company/donor for which the work was performed, and email and phone number of the point of contact.    Chemonics reserves the right to check additional references not provided by a Tenderer.    **Part 5: CVs and Personnel.** CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.    Tenderers shall propose staff for the following key personnel positions necessary for the implementation of the scope of work:   * Team Leader(s)/Lead Researcher(s) responsible for delivery of all research outputs to a high-quality standard, who will be the primary liaison with Chemonics UK and SEP II teams. * Education Specialist/Education Researcher. Provides subject matter expertise on education systems, pedagogy, curriculum, and teacher training. Ensures education-related research questions are contextually and technically sound. * Local Researcher(s)/ Field Research Coordinator responsible for conducting in-person research in Syria. * Data Analyst. Designs sampling frameworks, ensures robust data management and analysis processes, and supports the development of data collection tools and reporting. * GEDSI Specialist (Gender Equality, Disability, and Social Inclusion), Ensures GEDSI principles are embedded in the research design, tools, data collection, analysis, and reporting. Advises on inclusive methodologies and safeguarding of vulnerable groups.     ***5.3 Commercial Proposal***    The commercial proposal is used to determine which proposals represent value for money and serves as a basis of negotiation before award of an agreement.          The commercial proposal must include rates for personnel expected to be included in an activity, and unit costs for expenses/materials necessary for the completion of activity. The rates will be assessed in relation to the technical proposal, making sure it is adequate to meet the proposed scope of work and that it represents good value for money. The amount awarded in each draw-down purchase order will come from the rates provided in the commercial proposal and will be commensurate with the proposed research, taking into account cost drivers such as travel, field data collection, sample size, use of innovative technologies, etc. **The total budget for a draw-down purchase order may not exceed £15,000.00.**  The price of the Agreement to be awarded will be exclusive of taxes (VAT). If VAT is applicable, it will be shown as a separate line item. No profit or additional costs can be added after award therefore these costs must be included in the proposal budget. For the commercial proposal, Tenderers must provide a detailed budget showing major line items, i.e., Fees (Gross Daily Rates) for all key personnel and Expenses. The Gross daily rates for productive days included under Fees shall include personnel remuneration and benefits, overhead and profit/margin, if applicable. Expenses may include travel costs, monitoring and evaluation, supplies or equipment, etc.  The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item.  Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Tenderer’s proposed cost.  All cost information must be expressed in the currency in the Key Procurement Information in Volume 1 (GBP).  Airfares must only be budgeted in economy class. Daily subsistence and lodging rates should be budgeted in accordance with [HMRC rates](https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk), unless substantiated by established organisational rates. If the latter, organisational policies may be requested to substantiate the costs.  Best offer proposals are requested. It is anticipated that an Applicant will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations, and/or request clarifications prior to awarding a Vendor Framework Agreement. At the sole discretion of Chemonics, Applicants may be requested to conduct oral presentations. Chemonics reserves the right to make separate awards or to make no awards at all.  Under no circumstances may cost information be included in the technical proposal. |

### Volume 3. Terms of Reference

1. **BACKGROUND**

The goal of the Syria Education Programme (SEP II) is to strengthen the quality and inclusivity of formal primary education in Northwest Syria. Education is delivered through provision of teacher stipends, enhanced learning assessment and targeted training for teachers aimed at improving their professional capacity and skills. The programme also prioritises inclusive education for all children, including children with disabilities (CwD), by employing a Gender Equality, Disability and Social Inclusion (GEDSI) lens. The programme also promotes system strengthening and sustainability by collaborating with the Education Directorates (ED) of Idlib and Aleppo, and more recently the Ministry of Education (MoE) nationally, to ensure effective, inclusive and quality education in Northwest Syria and beyond.

Following the fall of the Assad regime on 8th December 2024 and the end of a decade of civil war, SEP II has continued its core activities in the Northwest, while also expanding activities under the Evidence, Learning and Influencing Component (ELIC) to provide technical assistance (TA) to the MoE under the new Syrian Government.

1. **Programme Duration:**

The programme will run until June 2027.

1. **OBJECTIVE**

The objective of this procurement is to identify a qualified research partner to deliver rigorous research that is demand-driven by SEP II programming and MERL as needed. SEP II is seeking a research partner that can work both in Northwest Syria (mainly Idleb and Aleppo city) and nationally across Syria, with a proven ability to manage research in a complex and fluid political and operational context. The research partner will be contracted via a Vendor Framework Agreement for a duration of 2 years, with draw down Purchase Orders (PO) for specific research activities. Each draw-down PO is expected to be no more than £15,000 and will detail the specific research question, scope, deliverables, and timeline.

1. **SCOPE OF WORK**

SEP II is requesting a detailed application to provide research services to the SEP II Programme. The research scope for each PO will be demand-driven by programme needs such as to inform engagement with the MoE across Syria, assessments ahead of pilots, data collection for MEL, research for log frame indicators.

The research is likely to be conducted in Northwest Syria but will also be conducted nationally.

The research partner will be responsible for conducting high-quality research activities that support the evidence, learning, and influencing agenda of SEP II. Specific scopes of work under each PO will vary but may include:

* Formative or summative assessments of education interventions.
* Baseline, midline, and endline data collection for MEL purposes.
* Qualitative or quantitative research to inform engagement with the Ministry of Education and regional Education Directorates.
* Rapid assessments to inform pilot designs or policy shifts.
* Research contributing to logframe indicator measurements.
* Thematic studies related to inclusive education, GEDSI, teacher effectiveness, learning outcomes, education financing, or system strengthening.

**Indicative themes may include (but are not limited to):**

* Inclusive education for CwD and other vulnerable and marginalized students.
* Teacher professional development and performance.
* Student learning outcomes and learning loss post-conflict.
* Education governance and decentralization.
* Gender and disability dynamics in education access.
* Resilience and sustainability of education services.

The successful research partner will work in coordination with the SEP II MEL and Programme teams, and will be required to engage with local education actors, civil society organizations, and government representatives, where appropriate.

1. **METHODOLOGY**

To achieve the objective stated above, the Applicant will be expected to develop a research implementation plan that can answer the research topics listed indicatively above. The Applicant should indicate, in preliminary terms, the mix of methods and other sources to be used to deliver the research. After selected, successful applicant should propose a robust and adaptable research methodology framework. Proposals must describe:

* The proposed methodological approach(es), including quantitative, qualitative, or mixed methods.
* A sampling strategy relevant to the potential target population(s).
* Data collection methods and instruments.
* Ethical considerations, including informed consent, child protection and safeguarding.
* Measures for data quality assurance.
* Risk mitigation and security planning.
* Alignment between research and programmatic learning
* Research utilisation strategy to: 1) inform strategic decision making by the programme team; and 2) promote uptake of relevant research by the Government of Syria

Once selected, prior to data collection, the successful Applicant will be expected to submit a concise inception report for discussion with SEP II, drawing on any literature review conducted and providing the rationale and detailed plan for data collection and analysis. The successful Applicant will be responsible for all aspects of the research process including, as appropriate, identification/selection of research subjects and samples, as well as the logistics of setting up interviews, conducting surveys, etc.

1. **PERSONNEL**

The Applicant must propose a team with the qualifications and experience necessary to deliver high-quality research in fragile, conflict-affected, and education sector contexts. At a minimum, the Applicant must propose and submit CVs for the following core personnel roles:

* Team Leader(s)/Lead Researcher(s) responsible for delivery of all research outputs to a high-quality standard, who will be the primary liaison with Chemonics UK and SEP II teams.
* Education Specialist/Education Researcher. Provides subject matter expertise on education systems, pedagogy, curriculum, and teacher training. Ensures education-related research questions are contextually and technically sound.
* Local Researcher(s)/ Field Research Coordinator responsible for conducting in-person research in Syria.
* Data Analyst. Designs sampling frameworks, ensures robust data management and analysis processes, and supports the development of data collection tools and reporting.
* GEDSI Specialist (Gender Equality, Disability, and Social Inclusion), Ensures GEDSI principles are embedded in the research design, tools, data collection, analysis, and reporting. Advises on inclusive methodologies and safeguarding of vulnerable groups.

Applicants must submit CVs for all key personnel and should include the above positions(s) should be included in the Tender (see Volume 2, Section 2 – Submission Procedure for Tenders).

The Applicant may recommend other positions for completion of the research at their discretion. Each PO might utilize some if not all the proposed personnel. In addition to the CVs for the above key personnel, the Applicant may provide up to three additional CVs as part of their application. No more than 10 CVs in total may be provided.

All proposed personnel must have relevant experience, including research in conflict-affected or low-resource contexts, education sector expertise, and familiarity with ethical research practices.

1. **DELIVERABLES**

The final deliverables for the research will be outlined in the final Vendor Framework Agreement and/or call-down POs.

At minimum, Applicants will be expected to carry out the indicative activities/deliverables listed below. Applicants may suggest additional activities/deliverables.

* Inception Report: Outlining methodology, instruments, sampling, timeline, and risks.
* Data Collection Tools: Including final versions of instruments, interview guides, and other tools.
* Cleaned Datasets: With accompanying codebooks (in English and Arabic). This will include raw surveys, FGD and KIIs transcripts, etc.
* Draft and Final Research Reports: Clearly responding to research questions, using high-quality analysis and clear presentation of findings.
* Presentation / Briefing Materials: For dissemination to SEP II stakeholders, including MoE officials, MEL teams, and donors.
* Learning Brief / Policy Note: For public-facing use where appropriate (subject to SEP II’s communication policy).

Deliverables will be reviewed by Chemonics to assess whether a deliverable should be considered complete.

1. **PRICING AND DELIVERABLES SCHEDULE**

Chemonics will make (fixed) payments in accordance with the deliverables outlined above or per a schedule of rates as listed in the PO or Framework Agreement, after the successful Applicant’s completion and Chemonics acceptance of the corresponding deliverable as indicated.

Chemonics will pay invoices within thirty (30) calendar days after both a) Chemonics’ approval of the services, and b) Chemonics’ receipt of a valid invoice.

1. **DUTY OF CARE**

The Vendor will be responsible for their own safety and well-being and Third Parties affected by the Vendor’s activities under any resulting Agreement, including appropriate security arrangements. The Vendor will also be responsible for providing suitable security arrangements for their domestic and business property. The Vendor will be made aware of Chemonics UK Duty of Care policy.

1. **DATA OWNERSHIP AND USE**

All data collected, generated, or used in connection with any research activities under this Agreement, including raw data, cleaned datasets, transcripts, audio recordings, field notes, analysis files, and final reports, shall be the sole and exclusive property of Chemonics UK on behalf of the Syria Education Programme (SEP II).

The selected Vendor must adhere to the following stipulations:

* **Intellectual Property**: All outputs, including reports, tools, instruments, and datasets, produced under this engagement shall be deemed intellectual property of Chemonics UK and shall not be used, reproduced, or published by the Vendor or its subcontractors without prior written consent from Chemonics UK.
* **Confidentiality**: The Vendor shall maintain confidentiality and not disclose or disseminate any data or information to third parties without the express written approval of Chemonics UK.
* **Data Sharing and Archiving**: Upon completion of each research activity, the Vendor is required to submit the following to SEP II:
  + Final cleaned datasets with codebooks
  + Analysis scripts or code used for data processing (if applicable)
  + Final and draft versions of all deliverables
* **Publication Rights**: Any intent to publish or present findings externally must be discussed and agreed upon in writing by SEP II in advance. This includes academic publications, conference presentations, or donor briefings outside SEP II’s immediate stakeholders.

1. **CONFLICT OF INTEREST DECLARATION**

To ensure transparency, fairness, and impartiality in the selection process, all applicants are required to declare any actual, perceived, or potential conflicts of interest in relation to their involvement in the Syria Education Programme II or any other connected entities.

### Volume 4. Selection Questionnaire (Due Diligence Questionnaire)

[Due Diligence questionnaire parts 1, 2 and 3](https://chemonics.sharepoint.com/:w:/r/sites/bu00802/Shared%20Documents/Contracts/Due_Diligence_Questionnair_(Project%20Stage)_V2_August2024.docx)

**Annex 1 Cover Letter**

[Tenderer: Insert date]

[Insert name and contact infomration of point of contact for ITT]

Reference: Invitation to Tender [Insert ITT name and number]

Subject: Declarations

Dear [Insert name of point of contact for ITT]:

[Tenderer: Insert name of your organization] is pleased to submit its proposal in regard to the above- referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization’s Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taxpayer Identification/VAT Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Organization\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Commercial, Non-profit, Educational, Other*

Small, medium or micro enterprise (SME)?\*\*  Yes  No

*\*\*An SME is defined in accordance with the European Commission as having less than 250 persons employed and an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million.*

As required in the Key Procurement Information, we confirm that our tender, including the commercial proposal will remain valid for [insert number of days] calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the ITT:

[Tenderers: It is incumbent on each Tenderer to clearly review the ITT and its requirements. It is each Tenderer's responsibility to identify all required annexes and include them]

* Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Tenderer is registered.
* Copy of company tax registration, or equivalent document.
* Copy of trade license, or equivalent document.

As part of our offer [Name of Tenderer] provides the following self-declarations:

* [Name of Tenderer] is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments.
* [Name of Tenderer] has adequate financial resources to manage this contract.
* [Name of Tenderer] is up to date with its tax, social and labour obligations.
* [Name of Tenderer] certifies that our organisation currently maintains all insurances required by the governing law applicable to our jurisdiction and appropriate to the services/Goods we will be providing under the prospective contract.
* [Name of Tenderer] certifies that in carrying out the services mentioned below, equipment or services produced by the following companies will not be procured for use by Chemonics:  Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company.
* [Name of Tenderer]  has  does not have any close, familial, or financial relationships with Chemonics staff. For example, if a Tenderer’s cousin is employed by Chemonics, the Tenderer must state this.
* [Name of Tenderer]  has  does not have any family or financial relationship with other Tenderers submitting proposals. For example, if the Tenderer’s father owns a company that is submitting another proposal, the Tenderer must state this.
* [Name of Tenderer]  is  is not aware of any conflict of interest due to the participation in the ITT and prospective contract.
* [Name of Tenderer] certifies that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other Tenderer or competitor for the purpose of restricting competition.
* [Name of Tenderer] certifies that all information in the proposal and all supporting documentation are authentic and accurate.
* [Name of Tenderer] certifies understanding and agreement to Chemonics’ prohibitions against fraud, bribery and kickbacks contained on page 2 of this ITT.
* [Name of Tenderer] understands the personal data requirements under this contract and can implement the appropriate technical and organisational measures to comply with applicable data protection laws (i.e GDPR, DPA 2018) and to ensure the protection of the rights of data subjects.

Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below:

* Participate in a criminal organization  Yes  No If yes, provide details.
* Corruption  Yes  No If yes, provide details.
* Fraud  Yes  No If yes, provide details.
* Terrorist offences or offences linked to terrorist activities  Yes  No If yes, provide details.
* Money laundering or terrorist financing  Yes  No If yes, provide details.
* Child labour and other forms of human trafficking  Yes  No If yes, provide details.

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

[TENDERERS: *Delete this section prior to signature.* This self-declaration is used by Chemonics to assess that Tenderers meet our expectations of our supply partners. If you seriously misrepresent any factual information in this Annex 1, and so induce Chemonics to enter into a contract, you may be excluded from the procurement procedure and from partnering with Chemonics in the future. If a purchase order has been entered into, the contract may be terminated for default].

By submitting this Tender, we explicitly consent to all requirements and conditions stipulated in ITT and declare that we will continue to comply therewith throughout the entirety of the contract period. Furthermore, we confirm that we offer the rates as provided in the attached Tender.

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Tenderer: Insert name of your organization's representative]

[Tenderer: Insert name of your organization]

### Annex 2 - Chemonics Tendering Conditions:

The following Ethical and Business Conduct requirements, Definitions and Terms form a material part of the ITT.

### Section .1 Ethical and Business Conduct Requirements

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our [Standards of Business Conduct](https://www.chemonics.com/commitment-to-integrity/), and the [FCDO Supplier Code of Conduct.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1043334/Supply-Partner-Code-of-Conduct1.docx.odt)

Chemonics does not tolerate fraud, collusion among Tenderers, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to Chemonics’ Client.

Tenderers will ensure they comply with all applicable laws and regulations in force of the country in which the Tenderers is registered and the country where the services are to be wholly or partially performed, including, but not limited to tax laws, environmental, legal and social obligations, anti-corruption laws, anti-bribery laws and anti-terrorism laws. The Tenderers also represents that neither it, nor to the best of its knowledge any of its personnel, servants or agents or any person acting on its behalf, have at any time prior to and during the term of this proposal appeared on the Home Office Proscribed Terrorist Organisations List and/or the Consolidated United Nations Security Council Sanctions List.

The Tenderers must certify that the Tenderers, or its principals, is not debarred, suspended, or proposed for debarment or declared ineligible for award by any UK department or agency or by the U.S. OFAC ([Office of Foreign Assets Control List](https://home.treasury.gov/)) of Specially Designated Nationals and Blocked Persons.

Chemonics takes a zero-tolerance approach towards human trafficking consistent with the United Kingdom Government’s anti-trafficking and safeguarding efforts guided by Safeguarding Vulnerable Groups Act 2006. The Tenderers shall therefore comply with, all applicable anti-slavery and human trafficking laws, statutes, regulations and codes from time to time in force including the Modern Slavery Act 2015.

The Tenderers warrants that at the time of submitting this proposal they are not aware of any present or future matter that may give rise to any real or perceived conflict of interest with this proposal and/or the Project. If a real or perceived conflict of interest arise, the Tenderers will notify Chemonics immediately in writing.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to Chemonics’ Client. In addition, Chemonics will inform its Client of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Please contact the Point of Contact or Chemonics Office of Business Conduct listed in the Key Procurement Information with any questions or concerns regarding the above information or to report any potential violations.

### Section 2. ITT Definitions

The following definitions apply to Chemonics invitations to tender as applicable:

1. **“Agreement”** refers to a contract that will be executed as a result of this tendering process between Chemonics (Buyer) and the selected Tenderer (Seller). It can be a Subcontract, or a Vendor Agreement as defined below.
2. **“Anticipated date of award”** is the date that Chemonics expects to sign the Agreement with the Vendor/Subcontractor.
3. **“Anticipated date of mobilisation”** is the date Chemonics expects the Vendor/Subcontractor to commence work.
4. **“Authority or Chemonics Client”** means an entity that has contracted Chemonics to implement the Project referenced on the cover page.
5. **“Chemonics”** acting as the **“Buyer”** means Chemonics Group UK Ltd. or a branch or subsidiary implementing the Project.
6. **“Country of Performance”** means the country(ies), identified in the Key Procurement Information, where the Services are rendered and/or Goods will be used.
7. **“Eligible Vendor/Subcontractor”** means an entity that complies with the ITT eligibility requirements and that has passed Chemonics due diligence process.
8. **“FCDO”** means Foreign Commonwealth & Development Office and includes any successor departments of the U.K. Government.
9. **“Framework Agreement”** is a draw-down or umbrella type agreement that establishes the pricing, terms, and conditions for the as-needed purchases. This agreement allows the Project to issue specific purchase orders, on an as-needed basis, for the procurement of Goods/Services over the Period of Performance. Chemonics is only obligated to pay for Goods/Services ordered through purchase orders issued under this agreement and delivered by the Vendor in accordance with the terms & conditions. All unit prices included in the Tender must remain fixed for the initial Period of Performance of the Framework.
10. **“Goods”** means the supplies or items set out in Volume 3 and such other items as the parties may agree in writing from time to time to be delivered by the Vendor/Subcontractor.
11. **“In-Person Presentations”** means an invitation for the best ranked Tenderers to present their proposed technical proposal.
12. **“ITT Clarifications”** is the opportunity Tenderers have to ask questions on the ITT. Questions or clarifications shall only be sent to the Point of Contact and no later than the date and time specified in the Key Procurement Information. To ensure equity, responses will be notified to all Tenderers (where deemed appropriate by Chemonics) without disclosure of the initiator. Only written answers from Chemonics will be considered official and carry weight in the tendering process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics or any other party, will not be considered official responses regarding this ITT.
13. **“ITT Conference day”** means a conference set prior to the Submission deadline where Tenderers are invited to discuss the conditions of the ITT and the Terms of Reference.
14. **“Legal Services Agreement or LSA”** constitutes a contract issued to provide legal advice for Project implementation on an as-needed basis.
15. **“Maximum Budget”** is the maximum amount available or authorised for the total procurement. Tenders are expected to be below this amount unless specified in the ITT.
16. **“Plug Figure”** is an amount of money that the Project expects to be budgeted or reflected in the proposed budget. i.e., travel costs for £25,000 or a programmatic audit for £5,000.
17. **“Proposal validity”** means a period, expressed in calendar days, in which proposed prices must remain valid after the ITT deadline. If an evaluation process is delayed, Chemonics reserves the right to request extension of the offer validity period.
18. **“Project”** is the project that Chemonics is engaged to deliver pursuant to the provisions of the Prime Contract.
19. **“Purchase Order or PO”** constitutes an agreement issued which includes a description of the Goods and/or Services and the Schedule of Prices stipulated for the individual order.
20. **“Services”** means the services set out in Volume 3 to be delivered by the Vendor/ Subcontractor.
21. **“Subcontract”** means a contractual agreement for services or facilities which *are material* for the provision of services under the head contract with the Authority.
22. **“Subcontractor”** means the entity selected by Chemonics to supply the Goods and/or Services under a Subcontract resulting from this ITT.
23. **“Time and Materials Vendor Services Agreement or VSA”** constitutes a contract issued which includes a description of the Services and the Workdays being Ordered. The Schedule of Prices is expressed in Time (Gross daily rates) and Materials (expenses).
24. **“Transportation Services Agreement or TSA”** constitutes a contract issued to provide transportation (car plus driver) for Project implementation.
25. **“Tenderer”** means the entity submitting a tender or bidding under this ITT.
26. **“U.K.”** means the United Kingdom including its provinces, states and territories.
27. **“U.S.”** or “United States” means the United States of America, including any State(s) of the United States, the District of Columbia, and areas of U.S.-associated sovereignty, including commonwealths, territories and possessions.
28. **“Value for Money or VfM"** is defined as the “optimum combination of whole-life cost and quality to meet requirements in a fully transparent manner”. The concept of VfM also includes the “4 E”.
    1. Economy: ensuring how teams will gather up-to-date information on cost drivers to deliver the most economical approach.
    2. Efficiency: project learning exercises reflect operational lessons to improve efficiency of the delivery strategy.
    3. Effectiveness: present Key \Performance Indicators (KPI) and project indicators that show how the project is achieving results.
    4. Equity: how the project is addressing gender equality, disability, and leaving no one behind.
29. **“Vendor”** means the entity selected by Chemonics to supply the Goods and/or Services under a vendor agreement resulting from this ITT. Examples of vendor agreements are PO, VSA, TSA, LSA as defined herein.
30. **“Vendor Agreement”** means a contractual agreement for ancillary services or Goods which *are not material* for the provision of services under the head contract.

### Section 3. Terms and Conditions of the Tender

The following terms and Conditions apply to this ITT

1. This is an invitation to tender (ITT) only. Issuance of this ITT does not in any way obligate Chemonics, the Project, or Chemonics Client to make an award or nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. \*
2. Chemonics may cancel this ITT at any time.
3. Late tenders may be considered at the discretion of Chemonics.
4. Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.
5. If there are significant deficiencies regarding responsiveness to the requirements of this ITT, a tender may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.
6. Complaints/Appeals: The Tenderer agrees that any complaint or appeal hereunder must be presented—in writing with full explanations—to the Point of Contact in the Key Procurement Information in Volume 1 for consideration. Chemonics, at its sole discretion, will make a final decision on the complaints/appeals for this procurement. By submitting a Tender hereunder, the Tenderer understands that the Authority/Chemonics Client is not a party to this solicitation and will not entertain appeals from Vendors/Subcontractors. \*
7. Tenders must provide their best offer. It is anticipated that award will be made solely based on these original offers. However, Chemonics reserves the right to conduct negotiations with and/or request clarifications from any Tenderer prior to award.
8. The Agreement issued by Chemonics will contain provisions required by the Authority and will be subject to Chemonics’ standard terms and conditions. A copy of the full terms and conditions is available upon request. \*
9. An Agreement resulting from this ITT will only be issued to the entity submitting the tender in response to this ITT; payments for Goods or Services provided under such will not be issued to a third party. \*
10. For Framework agreements only: Any award resulting from this ITT will be in the form of a Framework Agreement (FA). The Project anticipates issuing a FA (or multiple FAs) under which specific purchase orders can be issued—on a demand driven basis—at the pricing levels established in the FA. When the need arises for the Goods/services described in the FA, the Project will issue a purchase order to the FA-holder. If there are multiple FA-holders as a result of this ITT, the purchase order will be issued to the FA-holder that presents value for money for that specific order, based on price and delivery time.
11. Tenders are encouraged to view [Chemonics Data Privacy Policies](https://chemonics.com/privacy-policy/) to see how we process your personal data. \*