

April 4, 2016

Subject: Request for Proposals for Implementing Children Summer Camps in Ukraine

Dear Sir/ Madam,

International Alert is one of the world's leading peacebuilding organisations, with 30 years of experience laying the foundations for peace. With the financial support of the European Union, International Alert is seeking to engage several qualified organizations to organise **Children's Summer Camps**. The aim is to build confidence and trust between children from all parts of Ukraine, including the conflict-affected territories and from regions not affected by the conflict, to overcome hostile images and stereotypes.

Professional organizations that possess experience of implementing similar initiatives, in particular organizations possessing experience of working with orphan children, homeless children and children with disabilities, are strongly encouraged to apply.

In order to prepare a responsive proposal you should please carefully review the following documents:

1. This letter
2. Instruction document to applicants (Annex 1)
3. Terms of Reference (TOR) (Annex 2)
4. Format of Technical Proposal (Annex 3)
5. Evaluation Criteria (Annex 4)

The winning applicants will be selected by the Selection Committee based on Evaluation Criteria set out in Annex 4.

This Letter is not to be construed in any way as an offer to contract with your organization.

Thank you.

Sincerely Yours,



Ryan Grist,
Country Manager

APPLICATION INSTRUCTION DOCUMENT

Instructions to Applicants	Details
Deadline for submission of applications	End of day April 17, 2016, Kyiv time Any proposal received after the deadline will be disqualified
Manner of submission	Electronic submission of the required set of documents in pdf format. Electronic Address for submission: UOffice@international-alert.org with copy to itopal@international-alert.org
Documents to be included into the application	<ul style="list-style-type: none"> - Cover letter signed by the authorized representative of the applicant; - Technical proposal to contain detailed cost proposal and the resumes of key personnel engaged into the project implementation; - Copy of the applicant's registration certificate and licences for specific type of activities (as applicable).
Language of the application	English preferred, but Ukrainian and Russian also accepted.
Currencies	Preferred currency: EURO If no, please indicate currency
Maximum allowable proposal value per applicant	EURO 60,000.00
Clarifications on the RfP	No requests for clarifications will be accepted

TERMS OF REFERENCE (TOR)

ANNEX 2

I. Background

International Alert implements a project “Psychosocial seeds for peace: trauma rehabilitation and civic activism in Ukraine” funded by EU through the Instrument contributing to Stability and Peace (IcSP).

This project aims to assist the reintegration and recovery of groups severely affected by the conflict in Ukraine by strengthening mental health and psychosocial recovery efforts across Ukraine, empowering civic activists, and supporting research and dialogue platforms to strengthen peacebuilding at both the community and national levels. The project beneficiaries are displaced communities, ex-military personnel, bereaved families and those whose relatives are missing. Through a series of coordinated efforts – one of which is holding children’s summer camps - it seeks to put in place the basic building blocks for rebuilding the social cohesion essential for longer term peace.

II. Scope of Work

Under the supervision, guidance and in cooperation with International Alert’s team in Kyiv, applicants are expected to implement the following tasks:

Assignments under this component shall include at least the following:

- Develop comprehensive selection criteria for children
- Identify the most appropriate venue for hosting children's summer camp. This could be one camp or more
- Identify the most convenient way of transportation of the participants to and from the venue of the Children summer camp
- Develop agenda for the Children summer camp, including the topics for the activities. Topics for the activities should aim to restore trust, develop tolerance, respect for a different point of view, and be fun. Topics may include: non-violent communication, safety and first aid, art therapy, etc. The camp should provide a good balance between mental and physical activities and development.
- Ensure appropriate pedagogical and medical supervision, as well as support by professional psychologists.

II. Target Group and Timeline

Junior, middle school, and high school children (aged 5 - 18) affected by the conflict, and from other areas of Ukraine shall be the target group. It is expected that children from different regions of Ukraine, including from the IDP community and their host communities, will be included into one group/ shift, with children of a similar age in each group. We strongly encourage the participation and integration of children having

specific needs, including orphans, homeless children and children with disabilities/injuries.

The expected timeline for children summer camps are 2-weeks shifts within the period of June 15 through August 26, 2016.

III. Staff and participants safety

It is understood that safety of employees and participants for children summer camps, both in the venue of the summer camp and during transportation there and back, is the responsibility of the applicant. Applicant must describe appropriate medical health insurance and life insurance of employees and participants for the duration of children summer camps.

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

Section 1. Organizational Capacity
Legal form of incorporation, activities included into the charter documents, availability of required licences, etc.;
Organizational structure
Quality assurance procedure
Risk management measures
Section 2. Past Performance
Relevance of knowledge and expertise in implementing similar projects. The section must include a short project description, donor, funding, facilitators/implementers, target groups, approach used, aim, results achieved, lessons learned.
Section 3. Proposed Approach
Proposed draft agenda for five days of activities as an example
Selection criteria for children
Venue
Proposed activities, including topics for the trainings and methodology
Management: timeline, deliverables, monitoring, evaluation, and reporting
Section 4. Key Personnel
Composition of a team proposed to perform TOR
Task distribution within the team
CVs for the key personnel
Section 5. Cost Proposal
<p>Cost proposal shall be an integral part of the Technical proposal, shall be in an Excel format, and shall contain a price breakdown itemizing at least the following:</p> <ul style="list-style-type: none"> • list of budget lines, • units, • number of units, • cost per unit. <p>Budget should be as much detailed as possible, and may be supported by separate budget if necessary, and descriptions of the quality of services provided (food, accommodation, for example)</p>

ANNEX 4

TECHNICAL EVALUATION CRITERIA

Selection will be made by the Selection Committee based on a two-stage procedure:

1. Administrative compliance check;
 2. Evaluation of Technical Proposal.
1. Formal evaluation will be done to determine whether the applicants meet the administrative requirements for the RFP. The submitted applications are checked for compliance of the following requirements:
 - a) The application has been submitted before the deadline;
 - b) The application is complete and eligible;

2. Evaluation of Technical Proposal

No.	TP sections	Score/ Weight	Points obtained	Applicant				
1.	Organizational Capacity	15%	15	A	B	C	D	E
2.	Past Performance	20%	20					
3.	Proposed Approach	40%	40					
4.	Key Personnel	15%	15					
5.	Cost proposal	10%	10					