

Tender for the procurement of camp services in Zakarpattia, Ukraine for the summer 2023

Hoffnungszeichen | Sign of Hope e.V. is announcing an **open tender procedure for provision of 2 camps in Zakarpattia, Ukraine.**

About the organisation

Hoffnungszeichen | Sign of Hope e.V. (SoH) is a humanitarian and development organisation promoting Human Rights, providing Humanitarian Assistance and Development Cooperation in several countries around the world. Based in Konstanz, Germany, Sign of Hope is dedicated to helping those in distress and need worldwide. In Ukraine, Sign of Hope supports people in need through shelter, cash assistance, psycho-social support and other activities. More information about [SoH activities can be found here](#).

Purpose of the tender

The purpose of this tender is to identify a qualified service provider for **organising overnight camps in Zakarpattia, Ukraine for children affected by the war**. The camps should take place during the summer holidays 2023. The camps aim to provide a safe, supportive, and engaging environment where children can obtain psycho-social support and participate in recreational activities, educational programmes, and skill-building workshops. The main objectives of the camps are:

- **Promoting well-being:** Create a positive and inclusive environment that fosters the physical, emotional, and social well-being of internally displaced and vulnerable children.
- **Personal Development:** Offer a range of educational and skill-building activities that enhance the personal development and self-confidence of participating children.
- **Recreation and Fun:** Provide opportunities for recreational activities, sports, arts, and cultural experiences, enabling children to have enjoyable and memorable experiences during their stay.
- **Social Integration:** Facilitate social interactions and integration among IDP children by encouraging teamwork, collaboration, and mutual respect.

Period of service delivery

The camps should be organised in July or August 2023.

Duration of the camp

Duration of the camps should be approximately 7-9 days per one camp.

Application deadline: 8 June 22.00 EET (Kyiv time)

Language of the proposal

The Proposal and all correspondence and documents relating to the Proposal exchanged by the bidders and Sign of Hope shall be written in English.

Proposal currency

All prices shall be quoted in both UAH and EUR.

Period of Validity of Proposals

Proposals shall remain valid for 90 days after the date of Proposal submission indicated above.

TERMS OF REFERENCE

1. Scope of services to be provided by the bidder

- **Camp planning:** Develop a comprehensive camp programme that includes a diverse range of activities catering to the specific needs and interests of children affected by consequences of war. **Opening a call for application and marketing it on social media and other public means of communication for a camp is required. To achieve this, direct call for application and/or cooperation with the government bodies will be required.**
- **Camp implementation:** Suggest and implement the camp programme within the legal frame in Ukraine. The camp should strengthen psycho-social wellbeing of children.
- **Camp implementation:** Ensure the provision of appropriate and safe accommodation with enough space, qualified staff available for 24 hours, necessary equipment, catering with a min. 3 meals a day + snacks. Provide preprogramme of the camp, including material for the suggested activities. Provision of transfer services shall be also included, in case they will be required.
- **Safety and Security:** Establish and maintain appropriate safety protocols and measures to ensure the well-being and security of all camp participants.
- **Strong safeguarding and child protection policy in place,** including **insurance,** laws about health and safety, disability discrimination, food hygiene, fire and others.
- **Evaluation and reporting:** Conduct regular evaluations to assess the effectiveness of the camp programme and provide timely reports to the contracting organisation.

2. Eligibility Criteria

Interested service providers must meet the following eligibility criteria to participate in this tender:

- **Legal registration** proving that the bidder can organise camps under the Ukrainian law and that the bidder meets all required legal regulations.
- **Capacity** to provide overnight camp services for kids from age 7 to 16 years, up to 70 kids per 1 camp.
- **Relevant experience:** Demonstrate a proven track record in organising and managing camps for children, preferably with experience working with IDP populations and providing psycho-social activities to vulnerable children.
- **Qualified Staff:** Have a team of qualified professionals, including camp coordinators, trainers, psychologists, and support staff, capable of delivering high-quality services.
- **Resources and Facilities:** Possess the necessary resources, equipment, and facilities to facilitate the planned activities and ensure a safe and enjoyable camp experience.
- **Inclusive approach:** Accessibility and support for children with disabilities need to be included.

- **Safeguarding and child protection policy:** have an established safeguarding policy and measurements across the bidder's institution to protect vulnerable children.

Application process

This is an open tender procedure. All interested bidders are requested to submit their Proposal in electronic form only, to the email address ukraine@sign-of-hope.org with the subject line '**GFFO PROJECT CHILDREN CAMP**' on or before **8 June 2023, 22.00 EET (Kyiv time)**. Bids received after deadline will not be considered. If offers are incomplete, bidders may be able to hand in missing documents within a deadline upon request by SoH.

The Proposal should include the following documents:

- Technical Proposal (as per Terms of Reference above), including a draft camp programme.
- Financial proposal, including also a breakdown fee per one child/per day for the camp with a description what is included in it, and payment terms (in EUR and UAH).
- Documents confirming the right to carry out the relevant activity (e.g. company registration, official certificates / license etc.).
- Information proving availability of qualified staff (teachers, psychologists, tutors etc.).
- Information in any form proving security of the camp spot (kitchen certification, building certification, availability of bomb shelter, etc.).
- Information regarding safeguarding and child protection prevention and mechanism during the camp.

Additional information

- The provided document scans must be legible and of high quality.
- The bidder is responsible for the accuracy of the information provided in their proposal.
- All of the side expenses (taxes, deliveries etc.) should be included into ultimate bid price. Any expenses exceeding bid price shall not be covered.
- All payments of the contract will be made directly by Hoffnungszeichen | Sign of Hope e.V.

The period for selection of the winner: within 7 business days from the application deadline, with the possibility of extending this period if necessary to clarify the information contained in the proposals in writing.

Tender results: will be communicated to all participants no later than 5 business days from the date of the decision on the winner by sending an email to the bidders. The winner of the tender will be sent a corresponding email within 5 business days from the moment when such a winner is selected. In case two or more bidders achieve the same number of points, lots will be drawn.

SoH reserves the right to request additional materials or information from bidders confirming compliance with certain provisions of the proposal. Bidders agree that SoH does not return materials submitted at any stage of the tender.

The camp services provision agreement will be set up by Hoffnungszeichen | Sign of Hope e.V. The agreement set by bidders won't be accepted.

In case of any clarifications write to ukraine@sign-of-hope.org

Criteria and weighting for the evaluation of the submitted proposals:

1. Financial Proposal (fee): 40%
2. Evaluation of the camp programme (diversity of the programme, creativity, number of children per group, possibility for children to choose topics, psycho-social support and integration activities): 25%
3. Evaluation of camp safety, security and safeguarding policy (access for children with disabilities, safety standards, child protection measurements, location, equipment): 25%
4. Evaluation of availability of the qualified staff in the camp (training, experience, number of staff per group): 10%

