

## Terms of Reference

### EU Fee for Service Contract Opportunity - Consultancy

#### Background

**Save the Children Germany:** Save the Children is the world's leading organisation for children. We save children's lives. We fight for their rights. We help them fulfil their potential. Through our work in 120 countries, we put the most deprived and marginalised children first. Save the Children was founded in 1919 and has been active in Germany since 2004.

**Turkey Country Office:** Save the Children (SC) is a rights-based organization with a vision of a world in which every child attains the right to survival, protection, development and participation. In Turkey, SC's programming is framed by our Country Strategic Plan 2019-2021, which favors integrated child-focused programming to promote access to education and Early Childhood Care and Development (ECCD), access to livelihood, predominantly among youth, and protection and child protection, with particular focus on prevention and response to child labour, child marriage and violence against children and Mental Health and Psychosocial Support (MHPSS). We also have a strong focus on child and youth participation, community-based programming, efforts to promote protection of children's rights, inclusive programming (particular focus on sex and disability), social cohesion and resilience to promote sustainable solutions for children and their families and communities. SC Turkey works in partnership and/or collaboration with key civil society, private sector stakeholders and formal duty bearers, including municipalities, in order to reach refugee and host community girls and boys who are particularly vulnerable to risks, such as poverty, school drop-outs, child labour, child marriage, violence and psychosocial distress.

#### I. Purpose of the Assignment

To enhance SC's understanding of the key risks and mitigation strategies needed when pursuing EU fee for service contracts.

#### II. Duration of the assignment

Assignment expected to begin in mid-July over an estimated 2-month duration. This consultancy is in support of an anticipated tender opportunity for SC Turkey Country Office (TCO). Approximately 20 days level of effort is expected during this time.

#### III. Outputs/ deliverables

Item
<b>Analysis of service contract conditions</b>
<p><b>Details:</b> Consultant would request a sample contract template (including all annexes) from the prime and use that to analyse the following:</p> <ul style="list-style-type: none"> <li>Analysis of how to present various entities within SC and recommendations for who should lead on contracting of key and non-key experts. Identify any areas of incompatibility between SC policies and practices and donor requirements or expectations from prime (e.g. HR related, procurement, requirements for separate bank accounts, etc.).</li> </ul>

- Identify contract terms and conditions which may be negotiable and provide recommendations for items to negotiate with the prime to minimise risk and maximise financial cost coverage for SC Germany and TCO.
- Highlight key financial, legal, operational and/or other major risks for Senior Management consideration, alongside recommendations for mitigating risks to the extent possible based on best practices from their experience.

#### **Development of a costing strategy**

**Details:** Consultant would request a sample budget template from the prime and use that to develop the following:

- Guidance on cost allowability (in particular which SC Germany and TCO costs are eligible or ineligible)
- Provide recommendations for costing approaches which maximise cost recovery (this may include identifying areas for negotiation with the prime such as regarding fee)
- Develop costing tools as needed based on recommendations (for example, this will likely include development of a loaded daily rate tool, which can be used to set a rate per position and also to divide out the daily rate between SC Germany and TCO).

#### **Provision of ongoing advice during tender preparation**

**Details:** Consultant is available during tender preparation to:

- Support negotiation of specific contract clauses/obligations/etc.
- Answer questions and/or seek clarification from prime if needed on templates and deliverables
- Support the TCO with preparation, development, and Implementation of donor ready budget format with taken in consideration the donor regulation as well as replying on the donor feedback regarding the budget until approved by donor
- Provide trouble shooting on costing tool(s) that were developed

#### **Develop lessons learned repository**

**Details:** Consultant would help consolidate learnings and examples from the tender process. Specific outputs might include:

- Produce summary document of key considerations for pursuing fee for service contracts with EU, including identifying key risks, go/no-go considerations, key resources needed, etc.
- Produce a guidance document on how to complete a reference for a contract
- Work with the TCO and SC Germany teams to present a short lessons learned presentation to the EU Account members

## **IV. Qualifications and Requirements**

The Applicant should have the necessary expertise to carry out the requirements as per this ToR of highest possible quality. The technical expertise and practical experience should consist of one that can deliver the scope of work and deliverables, in particular, with regards to:

The Applicant must have

- Minimum of five years working in business development
- Experience working with international NGOs
- Demonstrated experience preparing EU contracts, including fee for service contracts
- Fluency in English
- Minimum BA plus 5 years work experience

## **V. Application Requirements**

The application must include the following:

- Cover letter and CV.
- Presentation of the Applicant articulating previous experience and familiarity assignment requirements (max 2 pages).
- Financial proposal including a detailed budget breakdown. The budget must differentiate between fees and reimbursable costs (currency unit: USD and Euro) and include VAT and lieu administrative fees. The applicant needs to provide financial invoice for the service.

## **VI. Submission**

Those interested should send their proposal including, as appendices a CV, skills and education in relation to this assignment along with financial proposal as soon as possible to Mandy Siecke [mandy.siecke@savethechildren.de](mailto:mandy.siecke@savethechildren.de) or Nathalie Cohn [Nathalie.Cohn@savethechildren.de](mailto:Nathalie.Cohn@savethechildren.de).