

# INVITATION TO TENDER

**14/01/2026**

**SCA/RFT- SCA-2025-022**

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**SUBMISSION DEADLINE: 5pm UTC+11 on 09/02/2026**

**QUESTIONS / CLARIFICATIONS:** [bracetenders@savethechildren.org.au](mailto:bracetenders@savethechildren.org.au)

**FORMAT FOR SUBMISSION:** [TENDERER RESPONSE DOCUMENT](#)

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## [PART 1: INVITATION TO TENDER](#)

- Introduction to SCA
- Project Overview and Requirements
  - Award Criteria
- Instructions & Key Information

## [PART 2: CORE REQUIREMENTS AND SPECIFICATION](#)

Detailed description of SCA's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

## [PART 3: TENDERER RESPONSE DOCUMENT](#)

Template to be used to submit response to this Invitation to Tender.

## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organisation for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long term change to improve children's lives.
- Improve children's access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world's most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

### 2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	
	<i><b>Contract</b> – the successful supplier(s) will be awarded a 'Contract' which will commit SCA to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.</i>
Duration of Award	November 2025 – October 2030

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

### 3. AWARD CRITERIA

SCA is committed to running a fair and transparent tender process and ensuring that all tenderers are treated and assessed equally during this tender process. Tenderer responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### 3.1 ESSENTIAL CRITERIA

Criteria which tenderers **must** meet in order to progress to the next round of evaluation. If a tenderer does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

### 3.2 CAPABILITY CRITERIA (70%)

Criteria used to evaluate the tenderers' ability, skill and experience in relation to the requirements. Tenders will be evaluated against the same pre-agreed Criteria.

### 3.3 COMMERCIAL CRITERIA (20%)

Criteria used to evaluate the commercial competitiveness of a tender. Tenders will be evaluated against the same pre-agreed Criteria.

### 3.4 SUSTAINABILITY CRITERIA (10%)

Criteria used to assess sustainability practices and alignment with SCA's environmental and social objectives. Tenders will be evaluated against the same pre-agreed Criteria.

## 4. VETTING

Successful tenderers must be successfully vetted. This involves checking tenderers and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of tenderers will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Tenderer throughout the tender process is proved to be incorrect during the vetting process (or at any other point), Save the Children may withdraw their award decision.

## 5. TENDERER INSTRUCTIONS

### 6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	14/01/2026
Deadline for questions from Tenderers	23/01/2026
Deadline for Tender Submission	09/02/2026
Tender Clarifications	16/02/2026
Award Contact	20/02/2026

The above dates are for indicative purposes only and are subject to change.

### 6.2 SUBMISSION FORMAT & TENDERER RESPONSE DOCUMENT

Tenderers wishing to submit a tender **must** use the **Tenderer Response Document** template in [Part 3](#) of this **Tender Pack**. Any tenders received using different formats, or incomplete tenders, will not be accepted.

This document allows tenderers to submit all the required information and be evaluated fairly and equally against the Essential, Capability, Commercial and Sustainability Criteria. Tenderers may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Tenders can be submitted via email:

#### **Electronic Submission via Email**

- Email should be addressed to Veronica Valdivieso at [bracetenders@savethechildren.org.au](mailto:bracetenders@savethechildren.org.au)
- The subject of the email should be "ITT/ SCA-2025-022 Multi-country Baseline, MEAL Framework, Interim and Final Evaluations, and Country-focused Impact Evaluation/Tenderer Response – 'Tenderer Name', 'Date'". Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address using this subject line as they will not be answered.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCA email addresses into the email when you submit it as this will invalidate your tender.

#### **6.4 CLOSING DATE FOR TENDER SUBMISSION**

Your tender must be received, no later than **09<sup>th</sup> February 2026**.

Tenders must remain valid and open for consideration for a period of no less than 60 days.

#### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email with the subject "Baseline Tender Questions" to:

Name	Email Address
Veronica Valdivieso	<a href="mailto:bracetenders@savethechildren.org.au">bracetenders@savethechildren.org.au</a>

Please be advised local working hours are 8am to 5pm UTC +11. Please allow up to 2 days for a response.

Where the enquiry may have an impact on other tenderers within the process, Save the Children will notify all other Tenderers to maintain a fair and transparent process. To ensure you receive all tender updates, including responses to questions from applicants, please register your interest using this form:

<https://forms.gle/cWX6piCPJJQQMdbM7>

**Only registered parties will be notified of Q&A updates throughout the tender period.**

## PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

The detailed Terms of Reference (ToR) for this assignment are annexed to this Invitation for Tender. Interested tenderers are required to review the ToR carefully and submit a comprehensive technical and financial proposal as outlined in Section 10 of the ToR that clearly demonstrates their understanding of the assignment, proposed methodologies, work plan, and relevant experience in line with the requirements outlined in the ToR. The technical proposal should address all core requirements and specifications, and provide evidence of the tenderer's capacity to deliver the expected outcomes as described in the annexed ToR. The financial proposal should include all necessary costs to deliver the outcomes.

### Additional Instructions for Tenderers:

- The technical and financial proposals must be structured as noted in Section 10 of the ToR.
- Tenderers are required to demonstrate compliance with all ethical, safeguarding, and data protection requirements as outlined in the ToR.
- Proposals should be concise, well-organized, and free of unnecessary promotional material.
- All supporting documents (CVs, sample reports, references, etc.) must be included as annexes to the technical proposal.

## PART 3 – TENDERER RESPONSE DOCUMENT

### 1. INTRODUCTION

This document **MUST BE USED** by Tenderers wishing to submit a tender. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Sustainability Questions](#)
- [Section 5 – Tenderer Submission Checklist](#)

The Tenderer is required to sign a copy of the Check list in Section 4 as part of their submission.

### 2. INSTRUCTIONS

Within each section there are instructions providing guidance to the tenderer on what information is required. This guidance details the **MINIMUM** requirements expected by SCA. If a Tenderer wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, tenderers are required to complete all items within the Tenderer Response Document unless clear instruction is provided otherwise.

- If a Tenderer does not complete the entire Tenderer Response document, their submission may be declared void.
- If a Tenderer is unable to complete any element of the Tenderer Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the tenderer confirms that all information provided can be relied upon for validity and accuracy.

## SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS** – Tenderers are required to complete all sections of the below table.

Item	Question	Tenderer Response	
		Yes / No	Comments
1	The Tenderer and its staff (and any sub-contractors used) agree to comply with: i) SCA's Supplier Code of Conduct [set out under Section 5 of this document] throughout this process and during the term of any future contract awarded.		
2	The tenderer confirms they are not a prohibited party under any applicable sanctions laws or anti-terrorism laws or provide goods under sanction and accepts that SCA will undertake independent checks to validate this.  The tenderer must not be subject to any sanctions or debarment by the UN, World Bank, or other relevant bodies.		
3	The tenderer must be a legally registered entity (consultancy firm or consortium) eligible to operate in the countries of assignment (Cambodia, South Sudan, Tonga).  The Tenderer confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Tenderer submitting the following requirements (where applicable):  <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> </ul>	Yes / No	Comments
		<b>Requirement</b>	<b>Tenderer Response / Attachments</b>
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number &amp; Certificate</i>	
		<i>Business Registration Certificate</i>	
		<i>Trading License</i>	
4	The tenderer submits a complete technical and financial proposal, including all required attachments (CVs, sample reports, references, budget, etc.), by the stated deadline.		
5	The tenderer's team includes a team leader with relevant post-graduate qualifications and experience in leading complex evaluation projects, including impact evaluations.		
6			

	The tenderer has the capacity to manage data securely and in compliance with data protection standards.		
7	The tenderer demonstrates commitment to and compliance with Save the Children's Child Safeguarding Policy, Protection from Sexual Exploitation and Abuse (PSEA) Policy, and relevant ethical standards.	<b>Yes / No</b>	<b>Comments / Attachments</b>



## SECTION 2 – CAPABILITY QUESTIONS

*Instructions – Tenderers are required to complete all sections of the below table.*

Item	Question	Tenderer Response		
1	<b>REFERENCES</b> Tenderer shares three (3) references that can speak to their experience in providing services similar to those included within the scope of this tender. Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.  <i>(Note – the Tenderer must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
2	Demonstrated experience in designing and conducting baselines, process and outcome evaluations, and impact evaluations for large-scale, multi-sector projects, preferably in education and/or climate resilience.	Tenderer Response		Attachment(s)
3	Proven track record of conducting research or evaluations in at least one of the target countries or similar contexts (Southeast Asia, East Africa, Pacific).	Tenderer Response		Attachment(s)
4	Expertise in both quantitative and qualitative research methods, including counterfactual impact evaluation designs.	Tenderer Response		Comments
5	Experience in ethical and inclusive studies involving children and vulnerable groups, including participatory techniques.	Tenderer Response		Comments
6	Ability to communicate technical findings to non-specialist audiences and produce high-quality reports and presentations.	Tenderer Response		Attachment(s)

<b>7</b>	Strong project management and coordination skills, including working with government, non-government, and community stakeholders.	<b>Tenderer Response</b>	<b>Attachment(s)</b>

## SECTION 3 – COMMERCIAL QUESTIONS

**Instructions – Tenderers should submit a detailed cost proposal as noted in Section 10 of the ToR and are required to complete all sections of the below table.**

- The cost proposal must demonstrate value for money, balancing quality of service and reasonableness of costs.
- Clear and detailed budget, including personnel allocation and all related expenses (travel, accommodation, equipment, materials, sub-contracting, etc.).
- Payment schedule aligns with deliverables and project milestones.

GOOD / SERVICE	SPECIFICATION (For technical requirements, drawings may need to be attached)	QUANTITY	UNIT PRICE	TOTAL PRICE
OTHER COMMERCIAL CONSIDERATIONS				
Duration for which pricing can be fixed				

## SECTION 4 – SUSTAINABILITY QUESTIONS

*Instructions – Tenderers are required to complete all sections of the below table.*

Item	Question	Tenderer Response	
		Tenderer Response	Attachment(s)
1	Evidence of organizational policies and practices that promote environmental sustainability (e.g., minimizing environmental impact, ethical sourcing, waste reduction).		
2	Commitment to social responsibility, including gender equity, disability inclusion, and community engagement.		
3	Alignment with Save the Children Australia's (SCA) environmental and social objectives, as reflected in project approach and methodologies.		Comments
4	Willingness to build local capacity and use local resources where feasible.		Comments

## SECTION 5 – TENDERER SUBMISSION CHECKLIST

**We, the Tenderer, hereby confirm we have completed all sections of the Tenderer Response Document:**

No	Section	Please Tick
1.	Section 1 – Essential Criteria	
2.	Section 2 – Capability Questions	
3.	Section 3 – Commercial Questions	
4.	Section 4 – Sustainability Questions	

**We, the Tenderer, confirm we have uploaded all of the required information and supporting evidence:**

Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
	Supporting Documents if applicable	
<b>Capability Criteria Evidence</b>	Completed Tenderer Response Document	
	Supporting Documents if applicable	
<b>Commercial Criteria Evidence</b>	Completed Tenderer Response Document	
	Supporting Documents if applicable	
<b>Sustainability Criteria Evidence</b>	Completed Tenderer Response Document	
	Supporting Documents if applicable	

**We, the Tenderer, hereby confirm we compliance with the following policies and requirements:**

Policy	Policy / Document	Signature
Supplier Code of Conduct		
Terms and Condition of Tendering		

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....

## RELEVANT POLICIES

1. [SCA Supplier Code of Conduct.pdf](#)
2. [PSEAH Policy.pdf](#)
3. [Fraud Bribery and Corruption Policy 2023.pdf](#)
4. [Data Classification and Handling Policy and Guidelines.pdf](#)
5. [Social media Policy.pdf](#)