

Request for Proposal



Danish Refugee Council
Syria – Damascus -Abu Rumaneh.
Mahdi Ben Barakeh Street – Building 28.

02-09-2026

Dear Representative,

Request for Proposal No.: RFP-SYR-006951, Consultancy Services to Develop Housing, Land and Property (HLP) Due Diligence Framework for Humanitarian Mine Action (HMA) Programming in Syria

Dear Sir/Madam:

The Danish Refugee Council (DRC), with funding from the Dutch MACM, hereby requests you to submit a technical and financial proposal for, Consultancy Services to Develop Housing, Land and Property (HLP) Due Diligence Framework for Humanitarian Mine Action (HMA) Programming in Syria, in accordance with the attached Annex A.1 – Terms of Reference (ToR) and Annex A.2 – Financial Bid Form.

This Request for Proposal is for consultancy services. Proposals will be evaluated in accordance with the selection and award criteria stated in this RFP.

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	02 September 2026
2	Closing date for clarifications	13 September 2026, 1:30 PM (UTC+3) 16:30 Syria Time
3	Closing date and time for receipt of bids/proposals	16 September 2026, 1:30 PM (UTC+3) 16:30 Syria Time
4	Consultancy Implementation Period	End of September to November 2026 (up to 12 weeks / 40 effective working days till end of November, 2026), subject to contract signing and consultant availability
5	Tender e-mail address	tender.syr@drc.ngo

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

IMPORTANT INFORMATION REGARDING THIS RFP:

- The consultancy shall be implemented in accordance with Annex A.1 – Terms of Reference (ToR). The bidder shall submit both a Technical Proposal and a Financial Proposal. Pricing information should not be included in the Technical Proposal.

- The Financial Proposal shall include all applicable taxes, professional fees, travel costs, accommodation, transportation, administrative costs, and any other expenses required for the full implementation of the consultancy services.
- DRC may terminate the contract if supplier fails to deliver services within this period.
- Estimated start date of consultancy: 28 September 2026
- No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed services.
- The payment plan will be as follow:
 - First Payment for 25%: Upon satisfactory completion and approval of the inception report and literature review
 - Second Payment for 50%: Upon satisfactory completion of data collection activities and submission of the draft report
 - Third Payment for 25%: Upon satisfactory completion of validation workshop(s) and acceptance of all final deliverables.

II. SELECTION AND AWARD CRITERIA

The contract will be awarded on the basis of best value for money. Best value for money is not necessarily the lowest initial price; it requires consideration of quality, experience, methodology, qualifications, feasibility and price in light of their relative importance.

Only proposals that pass the Administrative Evaluation and Technical Evaluation will proceed to Financial Evaluation. Financial Evaluation is a separate stage and technically non-compliant proposals will not be financially evaluated.

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
Administrative Documents			
1	#	This RFP Form.	Read, sign, stamp and submit .
2	A.1	Terms of Reference	Read, sign, stamp and submit .
3	B	Tender and Contract Award Acknowledge Certificate	Read, sign, stamp and submit
4	C	DRC General Conditions of Contract	Sign, stamp and submit
5	D	DRC Supplier Code of Conduct	Sign, stamp and submit
6	E	Supplier Profile and Registration Form	Complete all sections in full, sign, stamp and submit.
3	B	Company registration documents and tax registration documents (All consultants shall be tax registered as a legal entity in the relevant country. The tax registration can be as a company, Public Limited Company (PLC), or any other incorporation that defines the contracted consultant as a legal entity responsible for paying taxes on the payment they receive for the contracted services and not as an individual person)	Submit a copy
Technical Offer			

7	#	Company or consultant profile with summary of relevant experience and technical expertise.	Submit a copy
8	#	Technical proposal (maximum 2–3 pages) outlining the proposed methodology, understanding of the assignment, workplan, and approach to delivering the consultancy.	Submit (Bidder's template is acceptable)
9	#	CV of project lead and all team member(s) together with relevant academic qualifications/certifications/diplomas, as <u>per TOR Qualifications and Competencies</u> .	Submit (Bidder's template is acceptable)
10	#	At least Two references related to relevant work previously conducted or contact details of the referees for DRC to contact for the reference check.	Submit a copy
11	#	Examples of previous relevant work, such as mapping or gap analysis reports, technical guidance, Standard Operating Procedures (SOPs), due diligence frameworks, policy papers, or similar technical products developed for humanitarian actors.	Submit a copy
Financial Offer			
12	A.2	Financial Bid Form, including the proposed daily rate (or lump-sum financial offer) and a breakdown of costs , should also include travel costs and accommodation.	Complete ALL sections in full, sign, stamp and submit Note: Financial Bid should be sent in a separate email/envelope

- **At the time of the contract signing, the DRC will require the winning bidder to submit a copy of the majority owner's and second key individual ID, such as a passport or any other official identification document, for supplier registration purposes.**

A.1 . Bidder Formal Criteria

Submitted bids will be reviewed on “Pass” or “Fail” basis to determine compliance with the below formal criteria/requirements:

No.	DRC Requirements	Details
1	Compliance with the deadline and submission requirements	• Bidding Forms and other documentation requested under the Document Checklist (Section A) have been provided and are complete. • Separate emails shall be used for the “Financial Bid” and “Technical Bid”, and the Subject Heading of the email shall indicate which type the email contains • Bids must be submitted before the deadline stated above

DRC reserves the right to reject any bid at this stage.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

The technical criteria for this RFP and their weighting in the technical evaluation are:

The evaluation committee will evaluate and award the contract based on the following evaluation criteria:

- 20% Price
- 80% Technical Review

Technical Criteria #	Technical Criteria	Weighting in Technical Evaluation [Total 100%]
1	Consultants' Relevant Experience and Qualifications	
1.1	Experience in conducting primary data collection and managing research projects, with at least three years of these being within the field of development and/or humanitarian evaluations. (15%)	1-10 points
1.2	Proven experience in Syria. (5%)	1-10 points
1.3	Relevant subject matter knowledge and experience: knowledge and experience required on conducting research on HLP and HMA related themes with experience mainstreaming HLP principles into HMA activities considered very relevant, this is to ensure that research methodology are as relevant and meaningful as possible given the aims and objectives of the project and the context in which it is being delivered (15%)	1-10 Points
2	Understanding of the Assignment, Methodology and Work Plan	
2.1	Demonstrated understanding of the EoI and proven access to relevant stakeholders (5%)	1-10 Points
2.2	Clear articulation of the consultancy's purpose, objectives, and expected deliverables. (15%)	1-10 Points
2.3	Clear and feasible approach to conducting the desk review, refining sampling strategy, implementing survey data collection, and carrying out analysis and reporting in line with OECD-DAC evaluations (15%)	1-10 Points
2.4	Well-defined and realistic work plan with clear timelines, ensuring high-quality analysis and writing to deliver on time, on scope, and on budget. (15%)	1-10 Points
3	References	
3.1	Positive feedback from previous clients regarding similar assignments (research/assessment/study) with confirmation of timely and high-quality delivery of past work and confirmation of quality of work from sample. (15%)	1-10 Points

A bidder will be considered technically compliant if they achieve a minimum score of 5 in each sub-criterion. Upon conclusion of the selection process, DRC will meet with the selected bidder prior to signing a contract to review and discuss the proposal. DRC reserves the right to disqualify the selected bidder if it determines that the consultant does not fully understand the requirements.

DRC reserves the right to invite shortlisted firms or consultants to a clarification interview. The purpose of the interview is to verify the proposed methodology, team composition, operational feasibility, and understanding of the assignment. The interview may form part of the technical review process.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

The Financial Proposal carries a maximum of 20% and will be evaluated based on cost competitiveness and value for money.

The final award decision will be based on the highest combined technical and financial score, subject to satisfactory completion of the administrative evaluation.

V. PRICES, CURRENCY AND VALIDITY

All prices shall be quoted in **USD or SYP**, and shall include all applicable taxes, professional fees, travel costs, accommodation, transportation, administrative costs and any other costs necessary for full implementation of the consultancy.

The Bid Validity Period is 30 days from the closing date. Proposals not meeting the required validity period may be rejected.

DRC reserves the right to correct arithmetic errors in the Financial Proposal.

D. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

E. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

All responsive Bids shall be written on the **DRC Bid Form (Annex A.1 and A.2)**.

Bids not submitted on Annex A, or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email, or courier by so is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

A. Hard Copy:

Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':

- The Financial Bid shall only contain the financial bid form, **Annex A.2 and Price breakdown**.
- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. **Administrative Evaluation, but excluding any pricing information**

Each part shall be placed in a **sealed** envelope, marked as follows:

RFP No.: **RFP-SYR-006951**

TECHNICAL BID

Bidder Name:

RFP No.: **RFP-SYR-006951**

FINANCIAL BID

Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed, and delivered to:

RFP No.: **RFP-SYR-006951**

Danish Refugee Council

Syria – Damascus -Abu Rumaneh.

Mahdi Ben Barakeh Street – Building 28.

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.syr@drc.ngo

When Bids are emailed, the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains**
 - The financial bid shall only contain the financial bid form, Annex A.2 AND Price breakdown .
 - The technical bid shall contain all other documents required by the tender, but excluding all pricing information
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways: Hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

F. SUBMISSION OF SAMPLES

N/A.

G. COMPLETION OF BID FORM

C. Prices Quoted

Any discount offered shall be included in the Bid price.

D. Currency

The currency of the Bid shall be in **USD or SYP**. No other currencies are acceptable.

E. Language

The Bid Form, and all correspondence and documents related to this RFP shall be in English.

F. Packaging

N/A

G. Origin

N/A

H. Presentation

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialised by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

I. Split Awards

DRC reserves the right to split awards.

J. Validity Period

Bids shall be valid for at least the minimum number of days specified in the RFP from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

H. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

I. AWARD OF CONTRACTS

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC RFPs.

J. CONFIDENTIALITY

This RFP or any part hereof, and all copies hereof shall be returned to DRC upon request. This RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

K. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent, or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

L. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentiality obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent,

servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

M. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration, or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via <https://pro.drc.ngo/where-we-work/>, or via DRC's Code of Conduct Reporting Mechanism: <https://pro.drc.ngo/code-of-conduct/>. Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.ngo

N. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

O. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid Closure Time shall not be honoured. If the selected Bidder withdraws its Bid, DRC shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, DRC shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

III. LATE BIDS

All Bids received after the RFP closure will be rejected.

P. OPENING OF THE RFP

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure is progressing or to influence DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

Q. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract for the Procurement of Goods, or Services, or the Special Conditions of Contract, as applicable, are acceptable.

R. CANCELLATION OF THE RFP

In the event of an RFP cancellation, Bidders will be notified by DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The RFP may be cancelled in the following situations:

- Where no qualitative or financially worthwhile Bid has been received or there has been no response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render normal performance of the project impossible.
- All technically compliant Bids exceed the financial resources available; or
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

S. QUERIES ABOUT THIS RFP

For queries on this RFP, please contact the Procurement Focal Point, syr-procurement@drc.ngo

All questions regarding this RFP shall be submitted in writing to the above. On the subject line, please indicate the RFP-SYR-006951. **Bids shall not be sent to the above email.**

T. RFP DOCUMENTS

This RFP document contains the following:

1. This RFP
2. Annex A.1: Terms of Reference (ToR)
3. Annex A.2: Financial Bid Form
4. Annex B: Tender and Contract Award Acknowledge Certificate
5. Annex C: DRC General Conditions of Contract
6. Annex D: DRC Supplier Code of Conduct
7. Annex E: Supplier Profile and Registration

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely
