

# Tender Questions & Answers

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| FROM:                | DANISH REFUGEE COUNCIL |
| Tender No:           | RFP-SYR-006941         |
| Tender Title:        | Consultancy Services   |
| Tender Issuing Date: | 12-08-2026             |
| Tender Closing Date: | 30-08-2026             |

Danish Refugee Council SYR \_\_\_\_\_ has in reference to above tender period received the following questions

to the Tender, and hereby provides responsive answers by best endeavour to all relevant Vendors & Suppliers.

| # | Enquiries to the Tender |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                    |
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|   | Date                    | Question                                                                                                                                                                                                                                                                                                                     | Answer                                                                                                                                                                                                                                                                                                             |
| 1 | 13-08-2026              | Could you please confirm whether the full RFP Invitation Letter, Section II selection and award criteria, and any required templates or declarations are available for interested bidders?                                                                                                                                   | Please refer to tender documents, it's including all files.                                                                                                                                                                                                                                                        |
| 2 | 13-08-2026              | Could you also confirm whether a bid led by an international senior evaluation consultant would be considered eligible if it includes a verified Syria-based, Arabic-speaking data collection partner/team, named key personnel, and clear arrangements for field coordination and safeguarding?                             | Yes, this is eligible. However, Syria based consultants/ research groups/organisations are desirable.                                                                                                                                                                                                              |
| 3 | 13-08-2026              | Do you have an indicative budget range in mind for the evaluation?                                                                                                                                                                                                                                                           | Unfortunately, we can't share the budget                                                                                                                                                                                                                                                                           |
| 4 | 13-08-2026              | <ul style="list-style-type: none"> <li>What are your expectations for fieldwork - roughly how much in-person data collection and how many locations/respondents are you envisaging?</li> </ul>                                                                                                                               | Please refer to the RFP for the locations of the programme and its intervention locations. Please consider minimum humanitarian standards in sampling for the evaluation. As stated in the RFP, the SCC operates in 5 locations, 3 adjacent neighbourhoods in Aleppo, and two adjacent villages in Rural Damascus. |
| 5 | 16-08-2026              | Annex A.2 Financial Bid Form: the Total formula in the template appears to sum only cells H9:H11, which would exclude the first three priced phases. Should bidders preserve the existing formula as provided, or should the total be corrected to include all priced phases in the financial bid?                           | The updated Annex as attached                                                                                                                                                                                                                                                                                      |
| 6 | 16-08-2026              | CV and qualification documents: the RFP requests CVs together with relevant degrees/certificates. Please confirm whether these supporting qualification documents are required only for the proposed key experts/research managers, or also for field enumerators/data collectors who may be deployed during the assignment. | It's related to full team as it mentioned in RFP cover letter (CV of project lead and all team member(s) together with any relevant degree confirmation certificates/diplomas and/ or certificate/s of completion on comparable projects.)                                                                         |

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| 7  | 18-08-2026 | For financial comparability between bids, could DRC please indicate the approximate primary data-collection volumes bidders should assume, including anticipated survey sample size (program participants, assumed to be beneficiaries at household or individual level), number of KIIs (Partner Organisations, Coordination bodies, Suppliers, Local authorities, Government officials, Governance bodies) and FGDs (program participants and communities living in or near SCC intervention locations – by gender, returnee/stay-behind-residents, youth/third age, physically challenged, etc.), as well as organisations conducting similar activities and potential donor entities. In addition, approximate distributions across Aleppo and Rural Damascus/programme locations? If DRC does not prescribe volumes, please confirm that bidders may propose and cost their own evidence-based sampling approach. | <p>Please refer to the RFP for the locations of the programme and its intervention locations. Please consider minimum humanitarian standards in sampling for the evaluation. As stated in the RFP, the SCC operates in 5 locations, 3 adjacent neighbourhoods in Aleppo, and two adjacent villages in Rural Damascus.</p> <p>Please refer to the RFP for partner organisations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8  | 18-08-2026 | Which programme/log frame indicators are expected to be measured by SCC partner MEAL teams for the midline, and which should bidders assume may require measurement by the external evaluator? What existing baseline/midline datasets are expected to be available when the assignment begins?"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Specific indicators will be discussed at inception. Existing baseline datasets include around approximately 1500 surveys covering WASH, Protection, Shelter, Economic Recovery, Education, and Legal programming. A baseline report will also be made available to the consultant to inform the inception report as well as the evaluation. Mid-line datasets include Economic Recovery, Shelter and WASH (approximately 500 surveys).</p> <p>Other baseline and monitoring activities are available in section 5 of the RFP and will be made available to the consultant. This includes routine monitoring data (qualitative and quantitative) in addition to the data described in section 5.</p> <p>Data collection is ongoing and is expected to continue up until the beginning of the assignment.</p> |
| 9  | 18-08-2026 | Please confirm whether the maximum 50 working days refers to (a) the elapsed implementation period, (b) the total number of professional person-days across the consultancy team, or (c) the maximum input of the Team Lead/consultant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | a.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10 | 18-08-2026 | We anticipate proposing an international lead consultancy working with a named Syria-based research firm responsible for substantial field delivery. Please confirm that this structure is acceptable and whether the Syria-based firm should be presented as a subcontractor. Please also confirm what documents relating to the subcontractor must accompany the bid—for example company registration, tax registration, Annex E, Supplier Code of Conduct, ownership information and key-person identification—or whether these are required only during subcontractor approval following award.                                                                                                                                                                                                                                                                                                                    | This is acceptable. Please refer to page 9 of the RFP for the essential and desirable qualifications and experience. Syria based consultants/research groups/organisations are desirable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 11 | 18-08-2026 | The General Conditions permit subcontracting subject to prior written DRC approval, but Montbretia would remain responsible for the subcontractor. The precise bid-stage documentation requirement for the subcontractor is not clear.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | we need signed agreement between both parties which clarifies the roles & responsibilities of both parties (main contractor & sub contractor), DRC will pay to main contractor and if we faced any issues, poor performance or disputes, main contractor will be responsible to solve it                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| 12 | 18-08-2026 | <p>. The ToR states that the consultant is expected to have a presence in selected locations during data collection. Would this requirement be fully satisfied by a named Syria-based Senior Evaluation/Field Lead and field team, under the oversight of an international Team Lead, or is DRC expecting the international Team Lead personally to undertake field visits to Syria? The only challenge with the latter option is additional costs. Montbretia team will be in situ during the field deployment stage and for a while later, and will be there during the conclusion of the field stage to both debrief and undertake some of the KII's with the exception of additional costs.</p> | As stated in Section 9 of the RFP, Syria based consultants/ research groups/organisations are desirable.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 13 | 18-08-2026 | <p>Could DRC clarify the respective responsibilities of SCC and the consultant for: announcing the study to the communities involved, introducing the team to local government officials, participant/stakeholder access and contact lists; permissions from authorities; research or fieldwork permits; movement/access approvals; vehicles/local transport; and security arrangements? Are consultants permitted or expected to use DRC/SCC-approved transport or security providers, and if so can indicative costs be provided?</p>                                                                                                                                                             | <p>While access to proposed interviewees will be facilitated by SCC, the consultant is ultimately responsible for data collection. Please refer to section 11 of the RFP.</p> <p>Please consider the current operating environment when budgeting for the logistics required in a midline evaluation in Aleppo and Rural Damascus. Please refer to section 12 of the RFP.</p>                                                                                                                                                                                  |
| 14 | 18-08-2026 | <p>Please confirm whether this will be contracted as a fixed-price/milestone consultancy, with the daily rate in Annex A.2 used only to explain the price build-up, or whether invoicing/payment will be based on actual professional days worked. For a multi-person team, should the 'Unit Price' column show a blended consultancy daily rate, or should separate personnel/rates be provided?</p>                                                                                                                                                                                                                                                                                               | <p>The financial bid has been designed for obtaining price for each milestones, you can also indicate the number of working days required for the tasks and unit price for each task (total including project lead/ assistants etc. work).</p>                                                                                                                                                                                                                                                                                                                 |
| 15 | 18-08-2026 | <p>Annex A.2 includes an optional 'Any other costs' section while also requiring an all-inclusive price. Should items such as enumerators, local transport, accommodation, insurance, security, translation/transcription and communications be entered separately under 'other costs' as fixed elements of the total price, or incorporated into the milestone service rates? Are any such costs subsequently reimbursable at actual cost, or is the entire contract a fixed all-inclusive amount?</p>                                                                                                                                                                                             | <p>Any other expenses, such as transportation, accommodation, other administrative cost should be added in the financial bid form in any other cost section, please note that DRC will not cover any other cost not mentioned in the financial bid.</p> <p>(Note 1. All costs related to the consultancy without exceptions should be figured into this financial bid)</p>                                                                                                                                                                                     |
| 16 | 18-08-2026 | <p>For an Irish-registered prime contractor using a Syrian subcontractor, please confirm: whether DRC will apply any Syrian withholding or other tax to payments to the international contractor; whether any DRC/donor tax exemption applies; whether a foreign contractor requires Syrian tax registration; the intended payment currency; and whether USD payments can be remitted directly to the international contractor's bank account outside Syria.</p>                                                                                                                                                                                                                                    | <p>As mentioned in tender documents DRC is not responsible to pay any taxes, the price should include any applicable taxes.</p> <p>consultant as a legal entity responsible for paying taxes on the payment received for the contracted services, and not as an individual person.</p> <p>No tax exemption applies.</p> <p>This consultancy is open for both national &amp; international consultancy companies so any company registration (not as the individual).</p> <p>Bidder is free to submit the offer in SYP or USD and DRC will pay accordingly.</p> |

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| 17 | 18-08-2026 | Payments depend on DRC validation of the inception, draft and final reports. Could DRC confirm the expected maximum validation/review period for each deliverable and whether SCC will provide one consolidated set of comments? Please also confirm that the delivery timetable will be adjusted where delays arise from DRC/SCC approvals, access restrictions or security constraints outside the consultant's control, without application of delay penalties.                                                                                                                                                                                                                                                                                                                                                                                         | <p>Please refer to the RFP section 6. SCC will provide a consolidated set of comments, which may be accompanied by a brief meeting to review said comments.</p> <p>Note that the validation/review period depends on the quality of said deliverables. Please allow up to 5 business days for review by DRC/SCC.</p>                                                                                                                                                                                                                                                                                                                                                                                               |
| 18 | 18-08-2026 | Please confirm the formula that will be used to calculate the 30% financial score. For example whether it is based on lowest technically compliant price/bid price or whether financial scoring also incorporates a cost-realism assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>As mentioned in tender document, page No. 3</p> <ul style="list-style-type: none"> <li>• 30% Price</li> <li>• 70% Technical Review</li> </ul> <p>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. A bidder will be considered technically compliant if they achieve a minimum score of 5 in each sub-criterion (page No.4).</p> <p>The successful bidder has been designated by the highest evaluation score (30% price, 70% technical) which includes technical and financial evaluation points and contract evaluation and award criteria stipulated in the RFP Invitation Letter.</p> |
| 19 | 18-08-2026 | Is there an indicative budget range or maximum financial envelope for this consultancy that DRC can disclose to bidders?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unfortunately, we can't share the budget in this stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 20 | 18-08-2026 | Can bidders access previous surveys/baselines and observe the parameters of the datasets and can DRC provide a breakdown of what studies have been undertaken, quantitative and qualitative, including sample size and when they were undertaken?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes. Please refer to section 5 of the RFP and the answer to question 8. Please also refer to section 3 of the RFP for publicly available documents related to the SCC programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 21 | 19-08-2026 | <p>1. Inception Phase Timeline and Availability of Background Documentation</p> <p>The ToR indicates that the Inception Report/ Methodology is expected within 10 working days following contract signature. Could you please clarify whether there will be a mobilisation period between contract signature and the formal start of the 10-working-day inception phase? Given that the inception phase will require a comprehensive desk review and analysis of existing SCC programme documentation, MEAL data, assessments, and other relevant materials, we would expect these documents and datasets to be shared with the selected consultant before the formal inception period begins. Alternatively, would the 10-working-day timeline commence once the required documentation and existing data have been made available to the consultant?</p> | Relevant information will be made available to the consultant when the 10 day period begins for the inception period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| 21 | 19-08-2026 | <p>2. Division of Labour, Data Collection Responsibilities, and Sampling</p> <p>The ToR indicates that the division of labour between the external evaluation and partner-led midline measurement will be agreed during the inception phase, and that where indicators have established partner measurement methods, the consultant is expected to triangulate and validate partner-collected data rather than re-collect it.</p> <p>For the purpose of developing an accurate technical and financial proposal, could you please clarify the following:</p> <ul style="list-style-type: none"> <li>• Which data collection activities are expected to be conducted directly by the consultant, and which will be undertaken by SCC partners?</li> <li>• Should the consultant budget for the full primary data collection required for the evaluation, including quantitative surveys, key informant interviews (KIIs), and focus group discussions (FGDs), or will part of this data be collected and provided by SCC partners for analysis, triangulation, and validation?</li> <li>• For the quantitative component, is there an anticipated sample size or minimum number of surveys to be conducted, including any expected distribution by location, pathway, or target population, or should bidders propose their own sample size and sampling methodology?</li> <li>• For the qualitative component, is there an anticipated or minimum number of KIIs and FGDs, including any expected distribution by location, stakeholder group, pathway, or respondent category, or should bidders determine the qualitative sample as part of the proposed methodology?</li> <li>• Will SCC provide existing sampling frames, participant or beneficiary lists, databases, and stakeholder lists to support sample selection?</li> <li>• Where partner-collected midline data will be used, could SCC provide an indication of the indicators, datasets, or data collection exercises expected to fall under partner responsibility?</li> </ul> <p>This clarification will help ensure that the proposed methodology, staffing structure, fieldwork plan, timeline, and associated budget are proportionate to the expected scope of work.</p> | <p>Please refer to the RFP for the scope of work of the activity as well as previously answered questions (see question 8 specifically).</p> <p>Refer to the RFP for the locations of the activity.</p> <p>As mentioned in the RFP, existing data will be provided to the consultant. See the answer to question 4 regarding sampling.</p> |
| 22 | 19-08-2026 | <p>3. Raw Data Submission and Language Requirements</p> <p>The ToR requires the consultant to submit all raw data collected during the evaluation to SCC. Could you please clarify whether raw data may be submitted in the original language in which it was collected (e.g., Arabic), or whether SCC expects these materials to be translated into English prior to submission? This may include KII and FGD transcripts or notes, as well as open-ended survey responses. If English translation is required, could you please clarify whether this applies to all qualitative raw data or only to selected materials used to support the evaluation analysis and reporting? This clarification is important for accurately estimating the translation workload, timeline, and associated costs in the financial proposal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Note that raw data may be submitted in the original language for open-ended quantitative data questions.</p> <p>Translation of selected materials used to support evaluation analysis and reporting is preferred.</p>                                                                                                                   |

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| 23 | 19-08-2026 | <p>4. Administrative and Financial clarifications</p> <ul style="list-style-type: none"> <li>• Should the Financial Bid Form (Annex A.2) be presented as a lump sum per deliverable, or does DRC require an itemized breakdown (e.g., professional fees, enumeration costs, travel, translation)?</li> <li>• Annex C is listed as “DRC General Conditions of Contract Supplier Profile and Registration Form” and Annex E as “Supplier Profile and Registration Form.” Kindly confirm whether these are distinct documents and which require completion in full versus signature and stamp only.</li> <li>• Given client confidentiality obligations, is a redacted version of a previous evaluation report acceptable as the required sample of comparable work?</li> </ul> | <p>* yes, suppliers are free to add it as separated Annex.</p> <p>*General condition: should be signed and stamped but the supplier profile registration should be filled and completed then signed stamped from the authorized person.</p> <p>* Yes the supplier can redact any confidential information from the evaluation report, so it's accepted.</p> |
| 24 | 19-08-2026 | <p>Could you please confirm whether this refers to:</p> <p>(a) the overall duration of the consultancy assignment, within which different team members may work concurrently; or</p> <p>(b) a maximum aggregate level of effort of 50 consultant person-days across the full evaluation team?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | A.                                                                                                                                                                                                                                                                                                                                                          |
| 25 | 19-08-2026 | <p>we would like to inquire if DRC would be willing to extend the submission deadline for proposal by one week, to Wednesday, September 2. This would enable our team to prepare a high-quality technical and financial proposal to DRC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>In consideration of the national holiday this week in Syria, the deadline is extended to :</p> <ul style="list-style-type: none"> <li>• 30 August 2026, 02:00 PM, UTC</li> <li>• 30 August 2026, 05:00 PM, Syria (UTC +3)</li> </ul>                                                                                                                     |
| 26 | 27-08-2026 | <p>Administrative</p> <ul style="list-style-type: none"> <li>• Could you please let us know whether there is an online option for the opening of the bid?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | For this tender, it will be not public opening.                                                                                                                                                                                                                                                                                                             |
| 27 | 27-08-2026 | <p>Sampling</p> <ul style="list-style-type: none"> <li>• Could you please provide the total number of programme beneficiaries/participants reached to date, disaggregated by location (Aleppo and Rural Damascus), and pathway/intervention? Or is there an indicative or minimum sample size expected for the data collection?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   | Please see the response to question 8.                                                                                                                                                                                                                                                                                                                      |
| 28 | 20-08-2026 | <p>Scope of the assignment</p> <ul style="list-style-type: none"> <li>• Should the reintegration analysis focus primarily on programme participants, or should it also include non-participant returnees and host-community members in/ around SCC intervention areas?</li> <li>• Could you please clarify which quantitative indicators/ data are expected to be collected directly by the evaluator, and which existing SCC/partner MEAL data will be provided for secondary analysis and validation?</li> </ul>                                                                                                                                                                                                                                                           | Please refer to the RFP section 4 and 5 to carefully review the research questions.                                                                                                                                                                                                                                                                         |
| 29 | 20-08-2026 | <p>Budget</p> <ul style="list-style-type: none"> <li>• Could you please confirm whether there is an indicative budget ceiling or maximum available budget for this assignment?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Unfortunately, we can't share the budget in this stage.                                                                                                                                                                                                                                                                                                     |

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| 30 | 20-08-2026 | Existing quantitative data and new survey: The ToR indicates that the evaluation should leverage existing monitoring and evaluation data and triangulate or validate partner-collected indicator data where established measurement methods exist. Could DRC clarify whether the expectation is for the evaluator to undertake a new beneficiary survey in addition to analysing existing SCC datasets, or whether primary quantitative data collection should be targeted only at evidence gaps identified during inception?                                | Please refer to the RFP sections 4,5 and 6 for the answer to this question.                                                                                                                                                                                                                                                                         |
| 31 | 20-08-2026 | ABA analysis and comparative assessment: Given the evaluation's specific focus on the contribution and added value of SCC's Area-Based Approach, does DRC envisage the evaluation undertaking a comparative assessment of the five pathways and their interaction at area level, including differences between Aleppo and Rural Damascus, or should the assessment primarily focus on the overall programme-level contribution of the ABA?                                                                                                                   | Please refer to the RFP for the Scope of Work. In consideration of the differences in programming between a rural and an urban area-based approach, comparisons across locations (and other disaggregations, ie. gender, age, disability) may allow for richer conclusions for the evaluation, as Rural Damascus and Aleppo are different contexts. |
| 32 | 20-08-2026 | Availability of existing data and sampling information: Could DRC provide an indication of the quantitative datasets and sampling information that will be made available to the selected evaluator, including whether respondent-level baseline and midline datasets and programme participant lists will be available by location, pathway and relevant demographic or displacement characteristics? This would help bidders appropriately define the indicative sampling approach and estimate any additional primary data collection requirements.       | Please refer to the answer to question 8 and section 5 of the RFP.                                                                                                                                                                                                                                                                                  |
| 33 | 20-08-2026 | The ToR notes that bids with existing personnel and data collection capacity inside Syria will be prioritised and that the consultant is expected to maintain a presence in selected locations during data collection. Could DRC clarify whether the Team Lead specifically is expected to be physically present in Syria during the fieldwork phase, or whether this requirement may be met through an in-country Field Coordinator or other senior evaluation team member overseeing fieldwork, with the Team Lead retaining overall technical leadership? | Please refer to the RFP for specific requirements as well as the answer to question 10.                                                                                                                                                                                                                                                             |
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On behalf of DRC

Yours sincerely,

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23-08-2026