

SEDO		REQUEST FOR QUOTATION	
PR no(s): رقم طلب الشراء: الشركة	 PR/TIK/2026/00674	Date RFQ sent out: تاريخ ارسال طلبات العروض	05/07/2026
		Date quotation due back: تاريخ تسلم العروض	12/07/2026
		Procurement person responsible: الشخص المسؤول عن المشتريات	Asraa Mohammed
SUPPLIER NAME: اسم الشركة		RETURN QUOTATION TO: يودع العرض الى	Logistic Department in SEDO
Contact name اسم ممثل الشركة		Contact name اسم الشخص للتواصل	Asraa Mohammed Qasim
E-mail البريد الالكتروني		E-mail البريد الالكتروني	procurement@sedoiraq.org
Phone رقم الهاتف		Phone رقم الهاتف	N/A
Fax الفاكس		Fax الفاكس	N/A
Mobile رقم الموبايل		Mobile رقم الموبايل	N/A
Address العنوان		Address العنوان	Iraq, Tikrit city, Al Jawhara Neighbourhood, House# 496
Date items required by: تاريخ المطلوب لتجهيز المواد		1-Sep-26	
Delivery address: مكان التجهيز		Tikrit city - SEDO HQ	
Delivery method (if applicable): طريقة التسليم		N/A	
Payment terms: طريقة الدفع		☐ Cash or Hawala ☐ Cheque ☐ Bank transfer	

For supplier to fill in:							
Line item no.	Description of Goods / Services (add attachment for technical specification if very detailed) مواصفات السلعة أو الخدمة	Unit / Form الوحدة	Quantity required الكمية	Currency العملة / دينار	Unit Price سعر المفرد	Total Price السعر الكلي	Availability date تاريخ توفير السلعة أو الخدمة
1	Capacity building and system updating for Logistic department as the attached ToR بناء القدرات وتحديث نظام قسم اللوجستك وحسب الشروط المرجعة المرفقة	L.S.	1	IQD دينار عراقي			

Subtotal	
Sales tax (if applicable)	
Delivery charge (if applicable)	
Other charges (if applicable)	
TOTAL المجموع	

Additional information required from supplier: المعلومات الإضافية المطلوبة للمجهز	
[1] Quote validity period مدة صلاحية العرض	
After sales services (if applicable) الخدمات ما بعد البيع	
[3] Lead time to finish all work is needed to be specified المدة اللازمة لانتهاء العمل	

Supplier confirmation of offer		Supplier stamp ختم الشركة
Name اسم ممثل الشركة		
Title المنصب		
Signature التوقيع		

TERMS OF REFERENCE (ToR)

PR#: PR/TIK/2026/0674

Item Procurement: Capacity Building and System Updating – Logistic Department

Department: Program – 2601 Project

Duty Station: Tikrit city – Salahaddin governorate - Iraq

Service Duration: Three Months

SEDO BACKGROUND

Sahara Economic Development Organization (SEDO) is an Iraqi nonprofit NGO with a legal personality and registered in the federal government in Baghdad and in the Kurdistan region of Iraq. SEDO aims to empower the civil society and private sector to participate effectively in the local and national economic development through different tools and techniques and take their responsibilities in aiding the marginalized and vulnerable groups in Iraq. SEDO until now (end of 2025) implemented more than seventy projects funded by international organizations and nine projects with self-fund and local companies to achieve its goals.

SUMMARY:

Our organization, Sahara Economic Development Organization (SEDO), is currently working in eleven governorate overall Iraq with more than (50) employees in those areas. SEDO has many work policies in place across all departments, including the finance department, these policies and their tools were last reviewed and updated in 2021. SEDO looks forward to reviewing and updating the policies during this year, training staff on these updated policies, and helping them prepare the necessary tools.

OBJECTIVE:

The overall objective of this assignment is to strengthen the logistics and supply-chain management capacity of Sahara Economic Development Organization (SEDO) by reviewing and updating its Logistics Policies and Procedures Manual, developing standardized SOPs, tools, and

templates, building the capacity of logistics and relevant operational staff, and ensuring that SEDO's systems align with Iraqi legal and regulatory requirements, international NGO good practice, donor compliance expectations, internal-control standards, and the needs of a multi-location organization.

KEY RESPONSIBILITIES AND DELIVERABLES:

The selected consulting firm or individual shall work closely with SEDO management and the Finance Department to complete the following activities:

A. Assessment of the Current Logistics System:

The consultant shall:

- Review all existing logistics, supply-chain, procurement-support, warehouse, asset, fleet, and facilities policies and procedures.
- Review logistics planning, requisitioning, sourcing coordination, purchasing workflows, and delivery processes.
- Assess vendor registration, due diligence, performance monitoring, and documentation arrangements.
- Review goods receipt, inspection, acceptance, rejection, distribution, and proof-of-delivery processes.
- Review warehouse organization, stock records, storage conditions, stock counts, and loss or damage controls.
- Review asset acquisition, tagging, assignment, transfer, maintenance, verification, and disposal processes.
- Review vehicle allocation, movement planning, driver management, logbooks, fuel controls, maintenance, and accident reporting.
- Review office and facility management, utilities, maintenance, safety, visitor access, and service-provider arrangements.
- Assess segregation of duties, delegated authorities, approval thresholds, and coordination with Procurement, Finance, Programs, HR/Admin, and Security.
- Assess compliance with donor requirements, applicable Iraqi regulations, occupational safety requirements, and SEDO's governance framework.
- Assess logistics forms, registers, trackers, checklists, filing systems, digital records, and management reports.

- Assess consistency of implementation across SEDO's headquarters, field offices, warehouses, and project locations.
- Identify strengths, weaknesses, gaps, operational risks, and priority corrective actions.

Deliverable:

- Logistics and Supply-Chain Systems Assessment and Gap-Analysis Report

B. Review and Update Existing Logistics Policies

Review, revise, and consolidate SEDO's existing logistics and supply-chain policies, including:

- Logistics and Supply-Chain Policies and Procedures Manual
- Procurement Planning and Logistics Coordination Procedures
- Supplier and Service-Provider Management Procedures
- Warehouse, Stock, and Distribution Management Procedures
- Asset and Equipment Management Policy
- Fleet, Transport, Driver, Fuel, and Vehicle-Maintenance Procedures
- Facilities, Office Services, Maintenance, Safety, and Records Procedures

The revised policies and manuals should comply with:

- Applicable Iraqi legal, regulatory, customs, traffic, safety, and NGO requirements
- International NGO and humanitarian logistics and supply-chain good practice
- Major donor requirements relating to procurement, assets, inventory, fleet, documentation, value for money, and internal controls
- SEDO's organizational structure, geographic coverage, operational context, and approved governance framework

Deliverable:

- Reviewed and updated Logistics Policies and Procedures Manual

C. Recommend and Develop New Logistics Policies

Based on the assessment, the consultant may recommend and develop additional policies or stand-alone procedures, including:

- Annual and project logistics planning and procurement-plan coordination
- Purchase requisition, specification review, sourcing support, and order tracking
- Supplier registration, due diligence, sanctions and conflict-of-interest checks, and performance management
- Goods receipt, inspection, acceptance, rejection, returns, and proof of delivery
- Warehouse layout, access, storage, stock rotation, stock counts, and discrepancy management
- Distribution planning, waybills, recipient handover, and last-mile delivery controls
- Asset classification, tagging, custody, transfer, maintenance, verification, and disposal
- Vehicle allocation, movement requests, journey planning, logbooks, and driver responsibilities
- Fuel authorization, purchase, issuance, consumption analysis, and reconciliation
- Vehicle servicing, preventive maintenance, repairs, spare parts, insurance, and accident management
- Office, facility, utilities, generator, maintenance, cleaning, visitor, and service-provider management
- Logistics support for events, workshops, travel, accommodation, and field movements
- Health, safety, fire prevention, emergency equipment, and environmental considerations in logistics
- Loss, theft, damage, incident, insurance claim, and investigation procedures
- Logistics records, digital filing, document retention, reporting, and audit readiness
- Any other policy recommended to strengthen SEDO's logistics capacity and multi-office consistency

Deliverable:

- New logistics policies or stand-alone procedures approved by SEDO

D. Develop Standard Operating Procedures (SOPs)

Develop practical SOPs and workflows for major logistics processes, including:

- Logistics needs assessment, planning, requisitioning, and order tracking
- Supplier registration, due diligence, performance review, and vendor-file management
- Purchase-order follow-up, receipt, inspection, acceptance, rejection, and delivery confirmation

- Warehouse receipt, binning, storage, issue, return, stock count, and discrepancy resolution
- Distribution planning, dispatch, waybills, handover, and proof of delivery
- Asset tagging, assignment, transfer, maintenance, physical verification, and disposal
- Vehicle requests, authorization, dispatch, movement tracking, and driver handover
- Fuel request, issuance, recording, consumption monitoring, and reconciliation
- Preventive maintenance, repair authorization, spare-parts control, and accident reporting
- Facility, utility, generator, safety-equipment, maintenance, and service-request management
- Logistics reporting, compliance review, risk monitoring, filing, and audit preparation

Deliverable:

- Logistics SOP Manual with practical process maps

E. Develop Logistics Tools and Templates

Prepare or update standardized, editable templates and trackers, including:

- Annual and Project Logistics Plan Template
- Purchase Requisition and Logistics Service Request Forms
- Technical Specification and Scope-of-Work Checklists
- Supplier Registration, Due-Diligence, and Conflict-of-Interest Forms
- Supplier Database and Vendor Performance Evaluation Tool
- Purchase Order and Delivery Tracking Register
- Goods Received Note, Inspection Report, and Rejection or Return Form
- Warehouse Stock Card, Bin Card, Stock Ledger, and Stock-Movement Register
- Waybill, Dispatch Note, Distribution List, and Proof-of-Delivery Form
- Physical Stock Count Sheet and Inventory Reconciliation Report
- Asset Register, Tagging Form, Custody Form, Transfer Form, and Disposal Form
- Asset Physical Verification and Maintenance Tracking Tools
- Vehicle Request, Movement Plan, Vehicle Logbook, and Driver Checklist
- Fuel Request, Fuel Log, Consumption Analysis, and Reconciliation Tools
- Vehicle Inspection, Service Schedule, Repair Request, and Accident Report Forms

- Facility Inspection, Maintenance Request, Utilities, Generator, and Service-Provider Logs
- Loss, Damage, Theft, and Logistics Incident Report Forms
- Logistics Delegation and Responsibility Matrix and Annual Compliance Calendar
- Logistics Risk Register, Internal Control Checklist, and Compliance Checklist

Deliverable:

- Complete Logistics Toolkit in editable Word and/or Excel formats

F. Capacity Building

Design and deliver practical training sessions covering:

- Updated Logistics Policies and Procedures Manual
- Roles, delegated authorities, segregation of duties, and cross-department coordination
- Logistics planning, requisitions, specifications, order tracking, and delivery management
- Supplier due diligence, vendor documentation, performance monitoring, and ethical conduct
- Warehouse, stock, distribution, and proof-of-delivery controls
- Asset tagging, custody, transfer, maintenance, verification, and disposal
- Fleet, driver, fuel, maintenance, road safety, and accident management
- Facility, utility, generator, maintenance, and occupational safety management
- Documentation standards, internal controls, risk management, donor compliance, and audit readiness
- Use of the new logistics templates, trackers, checklists, and process maps
- Training of Trainers for designated SEDO logistics personnel

Training should include:

- Practical exercises
- Case studies
- Group work
- Templates practice

Deliverable:

- Training agenda and approved session plan
- Training materials and participant handouts
- Presentations, facilitator notes, case studies, and practical exercises
- Attendance sheets and participant evaluations
- Pre- and post-training assessments
- Training and Training of Trainers report

G. Post-Training Technical Support

Provide technical support during initial implementation by:

- Answering technical and procedural questions from designated SEDO staff
- Reviewing a sample of the first completed forms, registers, files, and workflows
- Supporting consistent application of the updated logistics procedures across offices and projects
- Providing practical recommendations and incorporating agreed lessons into the final package

EXPECTED DELIVERABLES:

Deliverable

Timeline

Inception Report	Week 1
Logistics Assessment and Gap-Analysis Report	Week 3
Draft Logistics Policies and Procedures Manual	Week 5
Draft Logistics SOPs and Process Maps	Week 6
Logistics Toolkit in Editable Formats	Week 7
Staff Training and Training of Trainers	Week 8–10
Final Logistics Manual, SOPs, and Toolkit	Week 11
Final Report and Implementation Recommendations	Week 12

ELIGIBILITY APPLICANTS

Applications are open to:

- Individual consultants;
- Consulting firms;
- Consulting bureaus;
- Specialized NGOs;
- Training and capacity development institutes.

Applicants should be legally registered (where applicable) and authorized to provide consultancy services in Iraq. Individual consultants must be legally eligible to work and provide professional consultancy services in Iraq.

QUALIFICATIONS

The applicant should meet the following minimum qualifications:

- A Bachelor's degree or higher in Logistics, Supply-Chain Management, Procurement, Business Administration, Engineering, Operations Management, or another relevant discipline.
- At least seven years of professional experience in logistics, supply-chain management, procurement support, warehousing, asset management, fleet management, or institutional capacity strengthening for NGOs, INGOs, UN agencies, public institutions, or the private sector.
- Demonstrated experience reviewing and developing logistics policies, procedures, SOPs, process maps, internal controls, and practical management tools.
- Proven experience designing and facilitating capacity-building programs for logistics staff, managers, and non-specialist personnel.
- Strong knowledge of NGO and humanitarian logistics, procurement coordination, warehouse and inventory controls, asset management, fleet and fuel controls, and facilities management.

- Good understanding of applicable Iraqi legal and regulatory requirements and major donor expectations relating to logistics, procurement, assets, inventory, value for money, safety, and documentation.
- Excellent analytical, policy-drafting, report-writing, communication, consultation, and facilitation skills.
- Strong proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint, with the ability to prepare practical editable tools and trackers.
- Fluency in Arabic is required. Good professional command of English is highly desirable for drafting and technical communication.

EVALUATION PROCESS

The application will be evaluated from (100) points; 70 points for technical side as follows:

<u>Criteria</u>	<u>Points</u>
Experience in developing finance manuals and financial management systems	20
Experience working with NGOs/INGOs and international donor-funded projects	20
Quality of proposed methodology and work plan	15
Qualifications and relevant experience of the consultant or proposed team	15
Total Technical Score	70

And (30) points for financial, the lowest price will take all (30) points and other offers will be calculated on following of this question:

$(\text{Minimum offer price} \div \text{the current offer price}) * 30$

PAYMENT TERMS AND SCHEDULE:

There will be four payments with required deliverables as the below table:

Payment #	Deliverables	Payment amount %
1	• Signed and Stamped SCN • Deliverables of step (A) as mentioned above • Original Invoice	20%
2	• Signed and Stamped SCN • Deliverables of steps (B+C) as mentioned above • Original Invoice	30%
3	• Signed and Stamped SCN • Deliverables of steps (D+E) as mentioned above • Original Invoice	30%
4	• Signed and Stamped SCN • Deliverables of steps (F+G) as mentioned above • Original Invoice	20%

DURATION:

This service is required for three months, and starting date expected by st September 2026 and ending by 30th November 2026.

ACCEPTANCE OF PROPOSALS:

All rights to accept or reject proposal without giving any reasons, shall be reserved by SEDO. If deemed necessary, the vendor shall be asked for modifications.

HOW TO APPLY:

The applying ways and required documents mentioned in the advertisement documents in both languages, Arabic and English