Overview

Sesame Workshop is seeking a service provider to support the start-up phase of a USAID/Iraq and Sesame Workshop project.

The service provider will initially support the start-up phase (approximately 6 months) of the USAID/Iraq and Sesame Workshop project by providing a spectrum of services including, but not limited to, human resources management, operation and administration, payroll, taxation, and safety and security services. Sesame Workshop may be open to renewing a contract with the selected company to continue delivering on this project beyond the initial start-up phase.

Project Overview

Sesame Workshop is the nonprofit media and educational organization behind Sesame Street, the pioneering television show that has been reaching and teaching children since 1969. Today, Sesame Workshop is an innovative force for change, with a mission to help kids everywhere grow smarter, stronger, and kinder. Sesame Workshop and the International Rescue Committee (IRC) partnered to create Ahlan Simsim (“Welcome Sesame” in Arabic), a program that delivers early learning and nurturing care to children and caregivers affected by displacement in Iraq, Jordan, Lebanon, and Syria.

Through a brand-new, local version of Sesame Street and in-person direct services across the region, Ahlan Simsim reaches displaced and host community families wherever they are—from TV and mobile devices to classrooms and health clinics—with the vital educational resources that they need to thrive. Beginning in the fall of 2021, Sesame Workshop will expand content development and direct services programs in Iraq.

In partnership with USAID/Iraq, Sesame Workshop and partners will use a combination of original multimedia that promotes inclusion and reflects the diversity of Iraqi society, direct services that reduce the vulnerability of children, and youth engagement programming that lays the foundation for self-efficacy and participation. This project will help USAID Iraq reach its goal to contribute to a stable, sovereign Iraq that is able to respond in a timely and transparent manner to the needs of its citizens.

The target beneficiaries include children ages 3-8 and their caregivers, facilitators of early education services for children ages 3-8 and youth ages 15-29 across all of Iraq; with a special focus on communities that have experienced displacement and children from marginalized communities including religious and ethnic minorities.

The program is currently designed to operate in the following governorates: Ninewa, Anbar, Salah-al-Din, Kirkuk, Baghdad and Basrah. Additional governorates may be added.

Requirements and Qualifications

The service provider should have:
• Registration in federal Iraq and/or KRI
• Demonstrated experience working with other humanitarian, USAID, UN agencies and/or non-profit organizations.

The service provider should be able to provide the following services to Sesame Workshop:

• Operation and administration (providing or arranging for office space, renting, leasing, procurement, office support, IT provision and support, etc.)
• Event management (workshops ...)
• Human Resources (HR) and recruitment including hiring employees for Sesame Workshop’s project
• Obtain work authorization and housing for personnel
• Obtain visas for visiting personnel
• Support the registration of Sesame Workshop in Iraq
• Support compliance with government regulations
• Payroll and Taxation
• Safety, security, and access
• Obtain government authorizations, clearances, and permissions
• Contracting with vendors and partners
• Support Sesame Workshop to establish and maintain bank account and any other banking services
• Procure necessary insurance (employer and employee)
• Employee reimbursement

Proposals are due by September 15, 2021.

The proposal package should include:
• A three-page (max) proposal outlining services the service provider suggests providing to Sesame Workshop
• CVs for the core team members who will be supporting Sesame Workshop
• A detailed budget with breakdown of costs [itemizing each service]
• Two examples of previous engagements with similar organizations and/or projects facilitated by the service provider, and work done by the service provider to support start-up and/or new projects in Iraq, either KRI, Federal Iraq, or both. Please also include a reference name and contact information for these engagements
• A list of current clients in Iraq.
• List of previous clients and contracts in Iraq from the past 5 years.
• Registration certificates from Ministry of Trade of Iraq and/or KRI (with the company official registration name).
• 2020 and 2021 taxes letters from Federal Iraq and/or KRI including social security contributions confirmation for current staff.
• Examples of access letters (JCC and JCMC letter(s)) obtained by the company.
• Locations of offices in Iraq
Submission and Contact

All submissions should be sent via email to joseph.elias@sesame.org

Joseph Elias, Acting Project Director, Ahlan Simsim Iraq

Questions

If there are any questions as the proposal is being developed, please reach out to Joseph Elias via email with those questions or to schedule a phone conversation.

Disclaimers

1. Sesame Workshop will not compensate service providers for preparation of their response to this solicitation.
2. This solicitation does not guarantee a resulting contract.
3. This solicitation may result in one or more contracts for parts of activities.
4. This solicitation is contingent on funding.
5. Sesame Workshop may request additional rounds of responses based on more detailed instructions or requirements.
6. Service providers will be vetted by Sesame Workshop and USAID, and compliance with the USAID grant will be required.
7. Sesame Workshop is under no obligation to service provider until a written contract has been signed by both parties.