



Annex A – Pre-qualification tender- Evaluation Criteria

Qualifications:

Firm qualifications

- Expertise in consulting, coaching, and capacity building for businesses
- Expertise and proven experience in consulting and/or coaching of SMEs in Lebanon and/or in the region

Consultant qualifications

Applies to individual consultants employed by the bidding firm, as well as consultants as individual bidders

- Minimum of 5 years of relevant experience in consulting, coaching, and capacity building for businesses
- Expertise and proven experience in consulting and/or coaching of SMEs in Lebanon and/or in the region
- BA/BS (MBA preferred) in business, economics, or relevant field
- Ability and willingness to travel to the field, specifically to the Bekaa and North Lebanon
- Excellent verbal and written communication and presentational skills
- Strong conceptual and analytical skills
- Strong interpersonal skills and ability to work in a multi-disciplinary team
- Fluent Arabic and/or English speaking and writing skills.

Submission guidelines: Applicants are requested to submit the following documents to Mercy Corps by email to: hsalhab@mercy Corps.org, in the order defined below. Please mention the title "INTAJ Business Coaching Program":

- 1) Profile of firm/consultant
- 2) A brief description of services provided and methodologies.
- 3) CVs of implementing staff (consultants who will work directly with SMEs)
- 4) CVs of management, support and other personnel (if any)
- 5) A list of up to 3 items defining the firm's main sectors of expertise, such as retail, F&B, food processing, industrial manufacturing, agriculture, technology, logistics, etc.
- 6) A list of up to 3 items defining the firm's main functional areas of expertise, such as sales, marketing, organizational development, financial management, production management, etc.
- 7) Language ability

Language	Conduct meeting/workshop	Prepare deliverable/report
English	Yes/No	Yes/No
Arabic	Yes/No	Yes/No
French	Yes/No	Yes/No

- 8) 2 References
- 9) A scan/copy of the firm's registration at the Ministry of Finance. In case the firm cannot provide this document, and is selected for this consultancy, Mercy Corps will deduct the 7.5% services tax imposed by the Ministry from submitted invoices.
- 10) List of consultancies and past projects conducted in the last three years. Please include:
 - a. Client name
 - b. Brief description of services performed and duration of project
 - c. Client phone number and email

Evaluation criteria for prequalification:

For initial short-list

- Expertise and proven experience in coaching and consultancy at the firm level
- Expertise and qualifications of implementing staff (based on consultant CVs and interview assessments)
- Innovative and practical services and methodologies

For interview evaluation

- Technical/Analytical skills
- Communication and interpersonal skills

For tender evaluation: Specific criteria will be defined for the relevant tenders