

## Call for Restricted Tender

(Tender Ref: BMZ-LBN1005-2024 -001)

Subject: **Experts to Deliver Coaching, Theoretical and Practical Training for MSMEs**

Deadline: **20/03/20234**

### 1. Introduction

René Moawad Foundation (RMF) is a Lebanese non-profit, non-political, non-sectarian organization that was established on November 22, 1991, two years after President René Moawad's assassination, who was elected President of the Lebanese Republic on November 5, 1989, and killed 17 days later. President René Moawad believed in a strong and democratic state and fought for a progressive and modern Lebanon, a peaceful Lebanon, which embraces the values of democracy, human rights, moderation, and pluralism.

The project “**Strengthening the Resilience and Coping Capacities of Vulnerable Rural Population in North and East Lebanon**” is funded by The German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Rene Mouawad Foundation (RMF) in partnership with (WHH)

### 3. Location of the Project

North Lebanon and Akkar region

### 4. Purpose of the tender (Objective of the Consultancy)

The purpose of this Restricted Tender is to solicit competitive offers for [**Experts to Deliver Coaching, Theoretical and Practical Training for MSMEs**].

The services required by the RMF are described in **Annex 1 – Terms of Reference (ToR)**.

RMF reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. RMF does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the tender's closing date.

RMF reserves the right to select a shortlist of pre-selected bidders, based on the criteria announced in Article **17. Evaluation of Tenders –17.1. Evaluation of offers** of the present document. Further discussions and competitive dialogue may then be conducted with the pre-selected bidders.

### 5. Scope of Works

- The consultants will be responsible for conducting site visits to the selected MSMEs and creating a profile for each MSME assessing their situation current situation and their needs. The consultants should elaborate the curriculum based on their findings following the approval of the project manager. The consultants should also prepare the one-to-one coaching/mentoring plan based on the needs of the each MSMEs
- The consultants will work closely with RMF and other project partners to develop training modules tailored to the needs of the MSMEs and to meet the project requirements. As well as the pre and post-tests for each module. The business training will be based on the business model canvas methodology.
- The consultants will be responsible for conducting training for 45 MSMEs working in food processing in Akkar and North Lebanon. The MSMEs will be divided into 2 batches.



- The consultants will also provide technical assistance and support to the MSMEs through one-on-one coaching/mentoring sessions to ensure that they can apply the knowledge and skills acquired during the training. The consultants should submit tangible deliverables for the beneficiary and RMF. Once reviewed and cleared by RMF team, the session will be counted. A mentoring plan should be developed based on the business assessment. It includes the gaps and the support areas along with the number of sessions and the related deliverable.
- The consultants will report to the Project Manager at RMF and work closely with the project team in Akkar and North Lebanon.
- The consultants will take part in the evaluation committee for the MSME proposals
- The consultants should support RMF with the specification of the equipment/services approved by the committee.
- The consultants will support the technical evaluation for the above-mentioned procurements
- The consultants will be responsible for delivering the following final report on the training and the coaching/mentoring provided.
- The consultants will support RMF in the baseline and end-line survey to evaluate the improvement of the MSMEs

The consultants will be requested to provide training and customized coaching/mentoring sessions for the MSMEs aiming at improving their skills and systems in the below fields:

- procurement
- bookkeeping
- business plan development
- food safety subjects and good manufacturing practices
- cost calculations / optimization and pricing
- financial management
- inventory management
- labelling
- Market research
- marketing and sales improvements
- communication and social media literacy
- knowledge of legal regulations
- certification requirements
- proposal writing (to support the participants to elaborate their proposal for the in-kind support competition)

## Tender Submission Deadline / Timetable

The final deadline for submission of proposals/tenders is **20/03/2024. 16:00** (Beirut Time).

	DATE	TIME
Deadline for requesting clarification by bidders	<b>11/03/2024</b>	16:00 (Beirut Time)
Last date to issue answers by RMF	<b>13/03/2024</b>	16:00 (Beirut Time)
Deadline for submitting tenders	<b>20/03/2024</b>	16:00 (Beirut Time)

## 6. Questions and Clarifications

All questions or requests for clarifications are to be sent by email to the following address:

[Procurement@rmf.org.lb](mailto:Procurement@rmf.org.lb) specifying the email subject as: [**Tender reference: BMZ-LBN1005-2024-001 Request for Clarification**]

Any bidder seeking to arrange individual meetings with the RMF and/or the project partners and/or the Donor concerning this contract during the tender period will be excluded from the tender procedure immediately.

RMF has no obligation to provide clarification after this date **13/03/2024** (the last date of receiving questions)

## 7. Info-session

Info-session will be conducted on **(Friday) 08/03/2024 at 14:00 (Beirut time) via Teams**. Interested bidders who want to get the Teams link and attend the info-session to send their confirmation to: [procurement@rmf.org.lb](mailto:procurement@rmf.org.lb)

## 8. Eligibility, Participating and Subcontracting

- 8.1. Participation in tendering is open on equal terms to any natural and legal persons or company registered as a Corporation in Lebanon.
- 8.2. After the submission of tenders, no change whatsoever in the identity or composition of the bidder is permitted.
- 8.3. Short-listed Consultants are not allowed to form alliances with any other firms or to subcontract to each other for the purposes of this contract.
- 8.4. Subcontracting is not permitted in any form of collaboration with firms that have not been short-listed at any condition that the bidder explicitly states that it is the sole party that will be contractually liable.

## 9. Language

Offers, all correspondence, and documents related to the tender exchanged by the bidder and the RMF must be written in English.

Supporting documents and printed literature that the bidder provides may be in another language, provided they are accompanied by an accurate translation into English.

For the purposes of interpretation of the tender, the version in English will prevail.

## 10. Offer Validity

Bidders are bound by their tenders for a period of a minimum of **ninety (90) days** after the deadline for submitting tenders. In exceptional cases, before the period of validity expires, RMF may ask bidders to extend the period for a specific number of days, which may not exceed **sixty (60) days**.



## 11. Submission of tenders

### 11.1 Bid / Proposal Submission

Bids/Proposals must include the requested documents in Article 24. **Submission Part – Requested Document** and be sent by **email** to: [bids@rmf.org.lb](mailto:bids@rmf.org.lb)

When submitting bids via email:

Do not send submissions to email addresses other than [bids@rmf.org.lb](mailto:bids@rmf.org.lb)

11.1.1. The complete Bid/Proposal must be attached to the email, any text included in the body of the email will not be evaluated.

11.1.2. The title (**subject line**) of the email should clearly indicate:

The subject of the tender of the proponent: [**Experts to Deliver Coaching, Theoretical and Practical Training for MSMEs**].

- Reference Number: BMZ-LBN1005-2024-001

If amending a bid submission, the title of the email should also include the word amendment.

A. Example: *Bid for tender #1234, Company ABC.*

B. Example: *Amendment to Bid for tender #1234, Company ABC.*

11.1.3. Bidder should submit email bid submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an email submission exceeds the applicable maximum size (25MB), the bidder may make multiple submissions to reduce the attachment file size to be within the maximum applicable size. Proponents should identify the order and number of emails making up the email bid submission (e.g., “email 1 of 3, email 2 of 3...”).

11.1.4. For email bid submissions sent through multiple emails the RMF reserves the right to seek clarification or reject the submission if the RMF is unable to determine what documents constitute the complete submission.

11.1.5. Attachments must not be compressed, must not contain a virus or malware, must not be corrupted, and must be able to be opened. Proponents submitting bids by email are solely responsible for ensuring that any emails or attachments are not corrupted. RMF may reject bid submissions that are compressed, cannot be opened, or contain viruses or malware, or corrupted attachments.

11.1.6. While RMF may allow for email bid submissions, the bidder acknowledges that email transmissions may be unreliable. The bidder is solely responsible for ensuring that its complete email bid submission and all attachments have been received before the tender deadline. If the RMF’s Electronic Mail System rejects an email bid submission for any reason, and the bidder does not resubmit its bid by the same or other permitted submission method before the tender deadline, the bidder will not be permitted to resubmit its bid after the tender deadline.

### 11.2 Late Proposals

Late proposals will not be accepted and will be returned to the bidder or discarded. All proposals will be irrevocable after the Call for Tenders closing date.

## 12. Currency of tenders

Bidders must present their financial officer in **USD – UNITED STATES DOLLARS**.



### 13. Withdrawing Tenders

Bidders may withdraw their bids/proposals by written notification prior to the deadline for submitting tenders.

Any such notification of withdrawal must be prepared and submitted where the title of the email is:

***withdrawal to Bid for tender #1234, Company ABC.***

Withdrawals must be unconditional and will end all participation in the tender procedure.

### 14. Costs for preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

### 15. Financial proposition

The Financial Proposition must be submitted in a separate document from the technical proposal.

### 16. Ownership of tenders

RMF retains ownership of all tenders received under this tendering procedure.

### 17. Evaluation of tenders

*The consultant could include in its offer a proposal regarding his/her support team composition and structure with recent CVs. The requested team should have diversified skills highlighting their role in the provision of training, coaching sessions, soil sampling, and fertilization plan. The team composition should showcase the responsibilities of each trainer/coach per value chain.*

*The consultant may apply for one or more value chains (preferably covering all value chains).*

#### 17.1. Evaluation of offers

Evaluation of the Expert in Food Technology and Food Safety		Score Weight	Points Obtainable
<b>1.</b>	<b>Eligibility and qualifications</b>		
	A Master's degree in food technology or any related field = 20 points; Ph.D.: 25 points	8.33%	25
	Minimum 7 years of experience in food processing consultancy and capacity building Minimum 7 years = 20 points; for 8 years and above =25	8.33%	25
	Proven experience in carrying out similar projects (training and coaching) Minimum 7 projects = 20 points; for 7 projects and above = 25 points	8.33%	25
	Previous knowledge/experience in Akkar and North Lebanon= 25 points	8.33%	25
<b>2.</b>	<b>Proposed Methodology, training outline, and Implementation Plan</b>		
	1. Methodology 2. Training outline	33.33 %	100
<b>3.</b>	<b>Financial offer</b>		



	<b>The financial offer will be evaluated based on the daily rate proposed covering the below:</b> - daily rate for training - daily rate for coaching specifying the number of MSMEs that could be visited per day - daily rate for office work	<b>33.34 %</b>	<b>100</b>
	<b>Total</b>	<b>100%</b>	<b>300</b>

<b>Evaluation for Expert in Business Development</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
<b>Eligibility and qualifications</b>			
	A Master's degree in Marketing, Business, or any related field = 20 points; Ph.D.: 25 points	<b>8.33%</b>	<b>25</b>
	Minimum of 10 years of experience in conducting business-related training and capacity building. Minimum 10 years = 20 points; for 11 years and above =25	<b>8.33%</b>	<b>25</b>
	Proven experience in carrying out similar projects (training and coaching) Minimum 10 projects = 20 points; for 10 projects and above = 25 points	<b>8.33%</b>	<b>25</b>
	Previous knowledge/experience in Akkar and North Lebanon= 25 points	<b>8.33%</b>	<b>25</b>
<b>Proposed Methodology, training outline, and Implementation Plan</b>			
	1. Methodology 2. Training outline	<b>33.33 %</b>	<b>100</b>
<b>Financial offer</b>			
	<b>The financial offer will be evaluated based on the daily rate proposed covering the below:</b> - daily rate for training - daily rate for coaching specifying the number of MSMEs that could be visited per day - daily rate for office work	<b>33.34 %</b>	<b>100</b>
	<b>Total</b>	<b>100%</b>	<b>300</b>

## 17.2. Confidentiality

The entire evaluation procedure is confidential, subject to the RMF's legislation on access to documents. The evaluation committee's decisions are collective, and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the bidders nor to any party other than the RMF, the donors, the donor's Anti-Fraud Office, and the European Court of Auditors.



## 18. Type of Contract

The contract that will be concluded between the successful bidder and RMF is done according to RMF standard contract. In this contract, the successful bidder will be referred to as “the Consultant”.

## 19. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, RMF will notify bidders of the cancellation.

Cancellation may occur, for example, where:

- The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender 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 tenders exceed the financial resources available.
- There have been irregularities in the procedure, which have prevented fair competition.

In no event shall RMF be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the RMF has been advised of the possibility of damages. The publication of a contract notice does not commit the RMF to implement the program or project announced.

## 20. Force Majeure

Given the volatile situation in the region, the implementation of consultancy or the delivery of the services might be canceled or modified due to the event of force majeure like changes in rules and regulations of Lebanon, military operations, natural disasters, etc. In such a case, RMF has the right to cancel/ terminate the contract or suspend deliveries until it is possible.

## 21. Signature of contract

The successful tenderer will be informed in writing that its tender has been accepted (notification of award). RMF will send the signed contract documents in two original copies to the successful tenderer.

The unsuccessful tenderers will be informed by e-mail within the 30 days following the award.

Within 7 calendar days following the reception, the successful tenderer will sign, date, and send back the contract. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within 7 calendar days, RMF can consider after notification the award null and void.

After selection, and before signature of the contract, RMF will inspect the equipment and the teams of the selected tenderer that will be allocated for the works. RMF reserves the right to de-select the tenderer if the capacity is deemed not to be adequate or compatible with that stated in the tender dossier.

## 22. Payment procedure

22.1. RMF shall generally make payment through banking channels (Payment Order or Bank Transfer) to the consultant between 3 to 4 weeks upon receipt of the following documents and any other documents/reports that may be specified in the Contract, to be sent directly to RMF:

- (a) Invoice
  - (b) Timesheet
  - (c) Monthly report of completed activities.
- 21.2. RMF may withhold payment, in whole or in part, without liability and without prejudice to any other of its rights or remedies under the Contract, should the Consultant fail to provide the documents required by Article 21.1. as otherwise specified in the Contract or in the event that Consultant fails to perform or comply with its obligations under the Contract.

### 23. Data Protection

Personal data must only be processed if this is permitted by law:  
namely based on

- (a) the voluntary and informed consent of the data subject.
- (b) its necessity for the performance of a contract.
- (c) a legal obligation of RMF.
- (d) the need to protect the vital interests of the data subject.
- (e) the legitimate interest of RMF in processing, if it outweighs the interest of the data subject is not processing.

Clear purpose:

Personal data may only be processed for a clear and legitimate purpose that is clearly and legitimately defined in advance.

Data minimization:

Personal data must only be processed if this is necessary to achieve a legitimate processing purpose.

Restrictive processing of sensitive personal data:

Sensitive personal data (e.g., ethnic or other origin, health data, genetic data, biometric data) may be processed only with specific justification and must be specially protected.

Mandatory data protection impact assessment when there is a high risk of harm to individuals:

If the processing of personal data could pose a high risk to individuals (e.g., when processing sensitive personal data, or processing account data, or security-related data), the processing risk must first be assessed and documented, and the measures RMF takes to adequately minimize this risk must be documented.

Restrictive transfer of data to third parties:

Third parties may only have access to personal data with legal permission or with the consent of the data subject.

Guarantee of comprehensive data subject rights:

Individuals whose data are being processed must be informed about their rights (e.g., to information, correction, deletion, restriction, complaint) and must be able to exercise these rights at any time.

Accountability:

We must be able to prove compliance with the data protection policy at any time, e.g., by maintaining appropriate records.

Duty to report violations of the Data Protection Policy:

Violations of the Data Protection Policy must be reported to Legal & Compliance via the internal RMF complaints mechanism. The Phone number available for complaints is **76-775521**





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## 24. Submission Part – Requested Document

The Bidder must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in this proposal. The proposal shall include, as a minimum:

### **Part A – Technical Proposal**

- CV / Resumé
- Portfolio or List of similar projects implemented
- Reference letters (min. 3 references from 3 different clients you performed similar works/services)
- Team Resumes (if any)
- Technical offer/proposal
- Tender submission part C documents (Appendix A-B-C) **(filled and signed)**

### **Part B – Financial Proposal**

Failure to provide all the above may result in disqualification of the proposal.