

Info Session



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Consultancy Services for Technical Assistance and Capacity Building

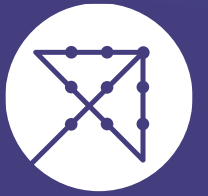
Greening Growth: Empowering MSMEs in the Agriculture and Agri-Food sector

07/06/2024



Outline:

1. Project Summary
2. Targeted Beneficiaries
3. Identified Value Chains
4. Timeline/ Activities
5. Instruction to Bidders
6. Q&A



1. Project Summary



- **Project Duration:** 24 months
- **Location :** Bekaa, Chouf, Hasbaya and Baalbeck

- **Support 15 Micro Enterprises :**
 - Increase income and job opportunities
 - Gender equality training
 - Resource and technical assessments
 - Creation of tailored resource management and business support plans
 - In-kind and/or technical support

- **Support for 25 SMEs:**
 - SMEs will be supported for job creation
 - Resource and technical gap assessments
 - Business development initiatives
 - Gender equality training
 - 3Zero training on a decent work, environmental protection, and inclusion plan
 - In-kind and/or technical support

- **Community Engagement:**
 - Acted will encourage community engagement in Climate-wise modules, and a 3Zero Circular Economy Forum as part of Acted's 3Zero House initiative.



Type 1

Micro Enterprises

Subsistence Entrepreneurs:

- Often home-based and informal.
- Entrepreneurs selected based on vulnerability criteria.

Type 2

Transformational Entrepreneurs Definition:

- Can be small or medium-sized enterprises.
- Operate in both formal and informal sectors.
- Typically employ full-time staff.
 - Selection based on both vulnerability criteria and growth potential

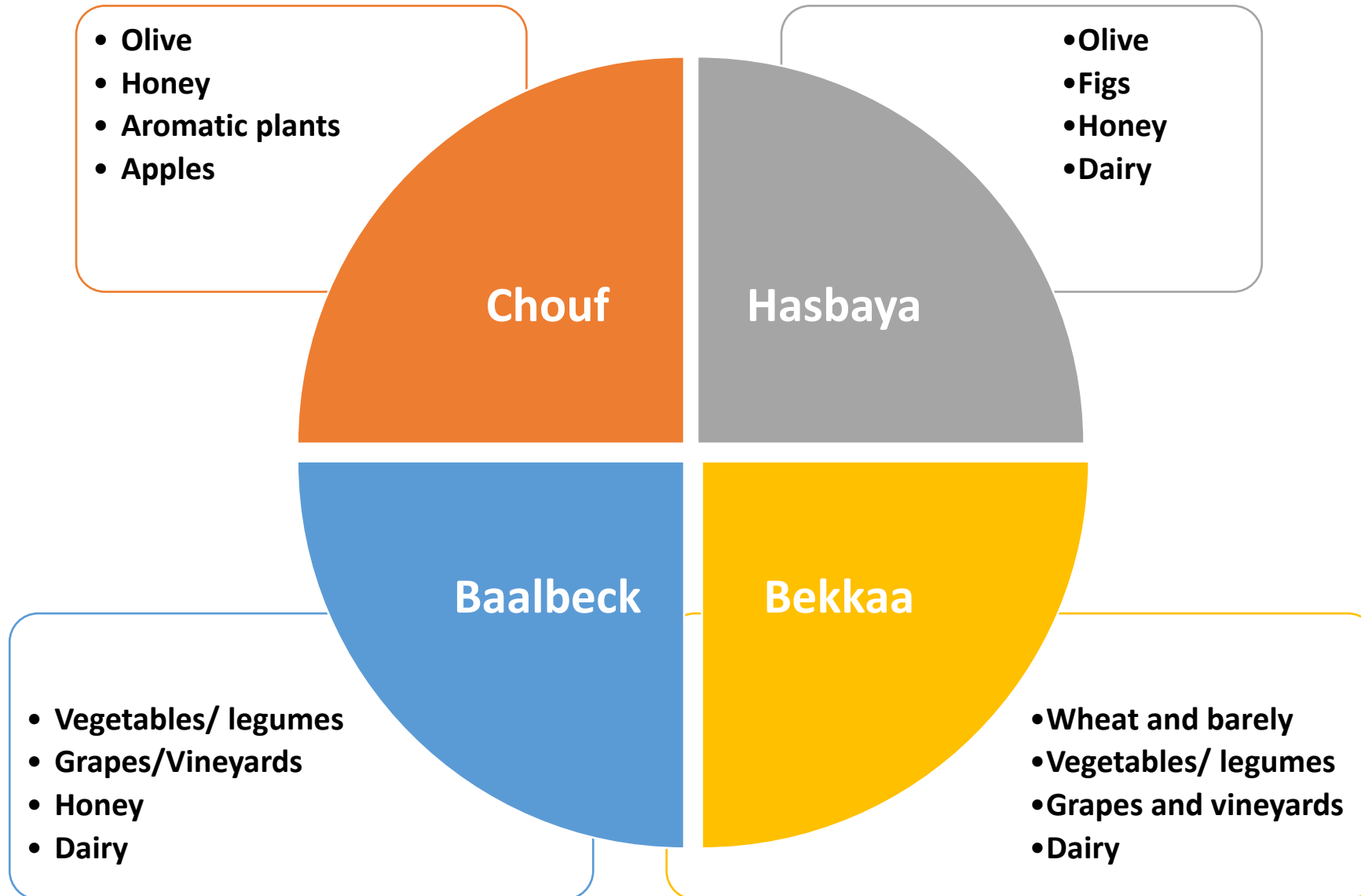
Type 3

SMEs

Innovative/High-Tech Entrepreneurs:

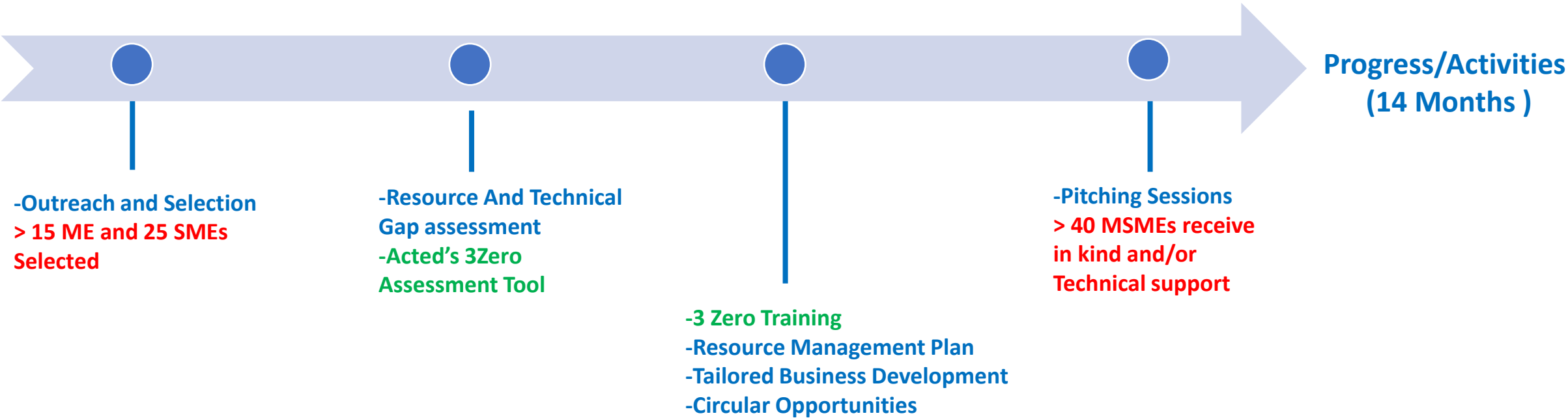
- May overlap with Type 2
- Often employ high-tech and innovative processes.
 - Selection based on potential for social/environmental impact and growth.

Identified Value Chains per district



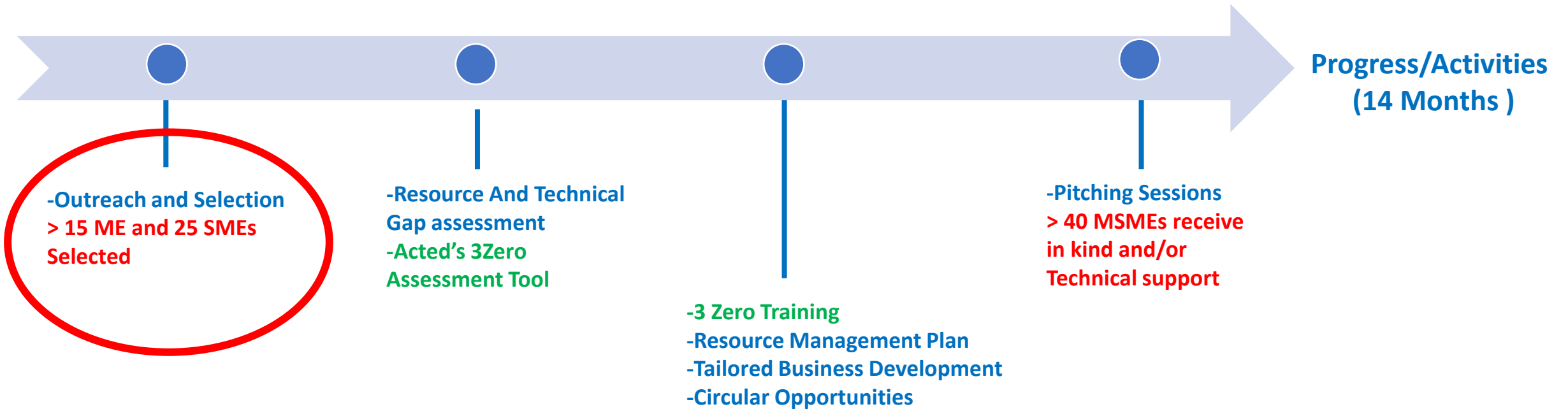


Timeline / Activities



Blue for MSME's Activities
Green Additional Activities related to SMEs
Red for Milestones





Blue for MSME's Activities

Green Additional Activities related to SMEs

Red for Milestones



☐ **Timeline : 1 Month after contract signature**

☐ **Expected Deliverables for 15 Micro Enterprises and 25 Small and medium enterprises :**

- **Participate in developing and conducting interviews** with all short-listed applicants, interviews tools to be approved and validated by Acted.
- **Take an active part in the selection committee.**

☐ **Summary Table:**

Deliverable	Quantity
Interview Tools	1 Tool
Interviews	TBD depending on the number of Applicants
Be a part of the selection Committee	4 Days (1 Day per area)

Resource And Technical Gap assessment /Acted's 3Zero Assessment Tool



Blue for MSME's Activities
Green Additional Activities related to SMEs
Red for Milestones



□ **Timeline : 4 Months after contract signature**

□ **Expected Deliverables for 15 Micro Enterprises and 25 Small and medium enterprises :**

- **Develop And Conduct Technical Gap Assessment :** This assessment will evaluate the technical capabilities of the selected SME within their respective fields of operation, analyzing the SMEs history and product; Evaluating revenue streams, cost structures, and value propositions; Assessing the target customer segments and distribution channels; and Conducting a SWOT analysis to identify internal strengths and weaknesses as well as external opportunities and threats.
- **Develop and Conduct Resource Assessment:** This assessment will identify challenges related to energy and water consumption, as well as raw material availability and waste management practices and any other resource used by the enterprise. This assessment shall cover both the upstream and the downstream aspects of resource use. In the formulation of recommendations, priority shall be given to resources currently having the greatest impact on the enterprise production costs and revenues, and the greatest negative impact on the environment.
- **The results of both assessments** for each of the 15 Micro and 25 SMEs are to be shared with Acted Project Manager and the technical team for confirmation

Expected Deliverables only for 25 Small and medium enterprises :

Objective : In line with ACTED's global 3Zero strategy, a measurement framework has been developed for benchmarking Small and Medium Enterprise (SME) contributions towards ACTED's 3Zero objectives: Zero Exclusion, Zero Carbon, Zero Poverty. The primary objective of this framework is to set a road map for SMEs to understand how to move towards becoming a 3Zero business.

3Zero Measurement Framework : This tool is intended to help SMEs comply with local laws, international standards and best practices regarding a range of issues including labour rights, employee welfare, workplace conditions, inclusive development and environmental protection. The 3Zero framework consists of 3 categories with 5 sub indicators each (Will be shared in detail with the contracted organisation):

Zero Poverty

1. Job Security
2. Staff Financial Package
3. Conditions of Employment
4. Social Security
5. Human Resource Development

Zero Exclusion

1. Equality at work
2. Freedom of Association
3. Safety and Health Concerns
4. Freedom from Exploitative Labour
5. Equitable Resource Use

Zero Carbon

1. Environmental Policy and Management
2. Input Materials
3. Energy and Water
4. Output Products
5. Emissions



Summary Table for Resource, Technical Gap assessment and 3 Zero Assessment



Deliverable	Quantity
Resource Assessment	40 Assessments
Gap Assessment	40 Assessments
Resource and Gap Assessment Report	40 Reports
3 Zero Assessment	25 Assessment
3 Zero Assessment Report	25 Reports



Resource Management Plan and Tailored business plans



Blue for MSME's Activities
Green Additional Activities related to SMEs
Red for Milestones



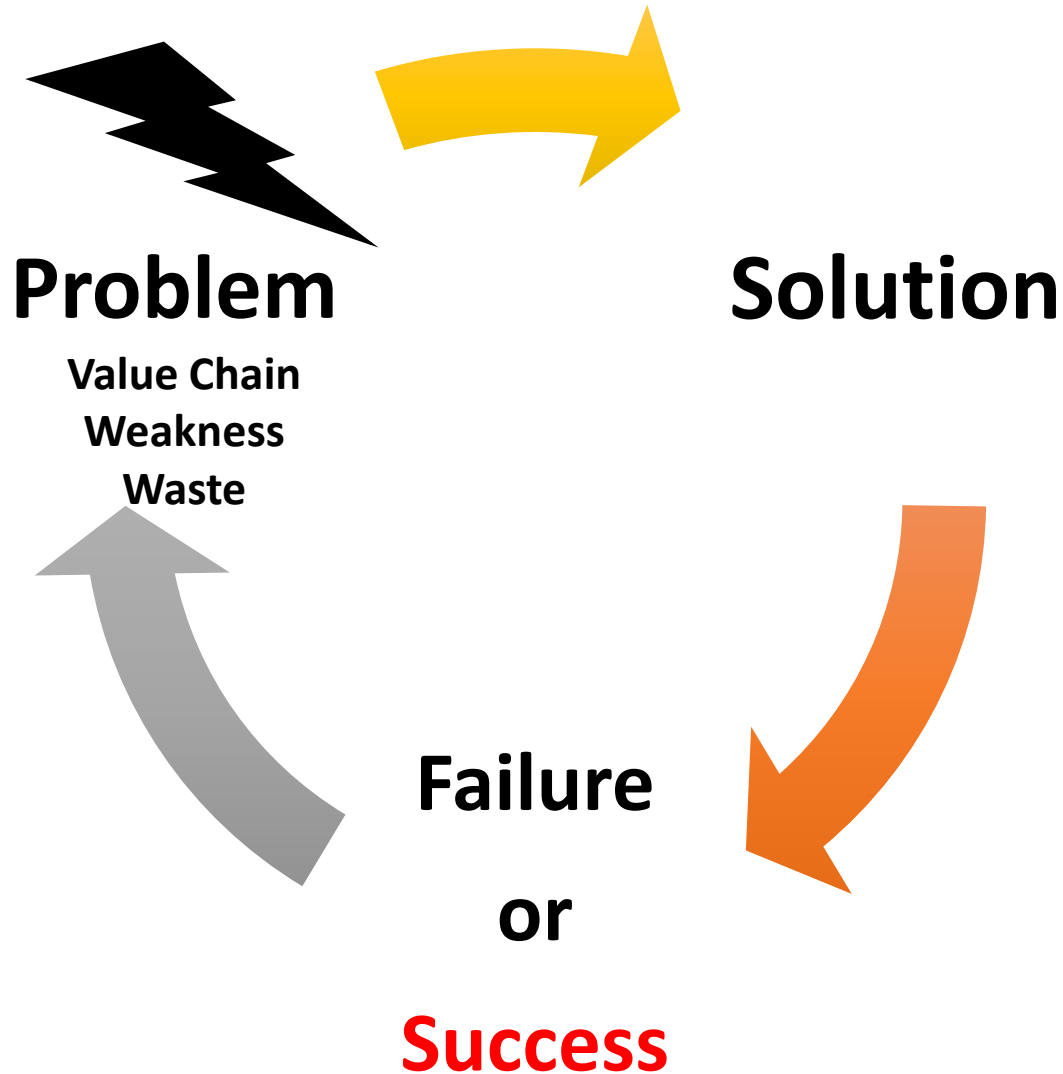
☐ **Timeline : 9 Months after contract signature**

☐ **Expected Deliverables for 15 Micro Enterprises and 25 Small and medium enterprises :**

- Organize “Resource Use Ideation” workshops for the selected SMEs based on the findings of the SME **Resource Assessment**. These workshops will bring together experts and suppliers in areas such as biogas, solar power, rainwater harvesting, and energy efficiency. **3 to 5 days workshops**.
- Supervise and assist each SME in crafting its **Resource Management Plan**, ensuring that this plan contributes to the overall development of the business plan.
- **Develop a made-to-measure coaching and capacity strengthening training** for each of the 40 SMEs, based on the results of the Technical Assessment.
- **Roll out coaching and capacity strengthening training** in the targeted locations for each SME
- **Develop Business Plan** for/with each MSME. (after the coaching and the training sessions)

❑ Expected Deliverables only for 25 Small and medium enterprises :

- The Contracted Organisation will **conduct one-day workshop 3Zero Assessment Result** will be organized to present all these indicators to each of the SMEs.
- **5-day training** on the three topics of the 3Zero Training: decent work, environmental protection, and inclusion. The Contracted Organisation will lead the workshop and the development of the 3Zero Training.
- Based on the training, the SMEs will **develop a plan** to meet some priority indicators identified during the assessment and workshops which will feed into **the business plan** for each SME.



Guiding principles for solutions:

- Tackle VC weaknesses & threats
- Tackle Waste Valorization
- Competitiveness of production costs
- Economy boost
- Jobs creation
- Income generation
- Inclusivity & social equity
- Financial sustainability
- Environmental resource protection & preservation through waste reduction and resource conservation

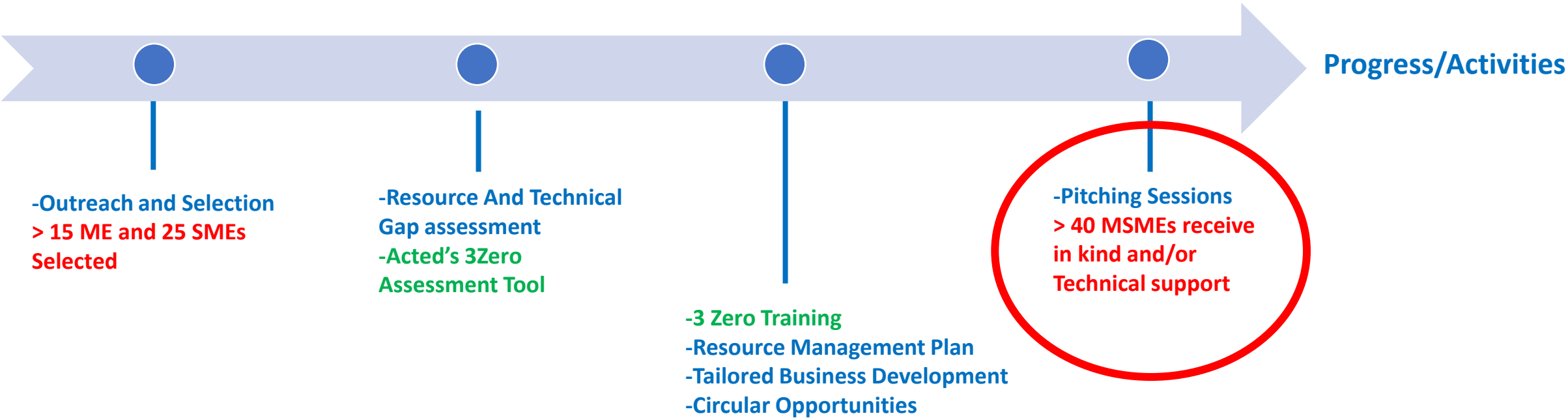
- ❑ Acted Has Already Identified 13 Circular Economy Solutions that could be adapted for the selected MSMEs

Summary Table for Resource Management Plan, Tailored business plans and 3 Zero Trainings



Deliverable	Quantity
Resource Use Ideation Workshops	3 to 5 Days
Resource Management Plan	40 Plans
Business Plan	40 Plans
Capacity Strengthen Trainings	4 Trainings
3 Zero assessment result	1 Day
3 Zero Trainings	5 Days





Blue for MSME's Activities
Green Additional Activities related to SMEs
Red for Milestones



□ **Timeline : 14 Months after contract signature**

□ **Expected Deliverables for 15 Micro Enterprises and 25 Small and medium enterprises :**

- Support Each SME in **developing ideas** for in-kind/or technical support based on what is set out in the **Business Development and Decent Work Plans** (in close collaboration with Acted technical team)
- **Assign representatives** to be part of the selection committee (other than those participated in the development of the pitches) and **Organize Pitching Sessions**.
- **Offering Acted a set of suggestions for in-kind and/or technical support** for each MSME solely and tailored to assist MSMEs in amplifying their scalability, minimising costs, and integrating renewable energy solutions alongside eco-friendly practices.
- **Provide training sessions** as per the approved in-kind/or technical support plan.(business development and marketing training, financial management and training on how to access markets)

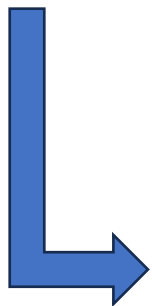
Summary Table For Pitching Session / In Kind or Technical Support



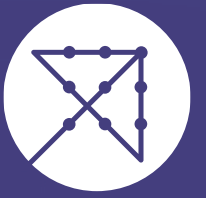
Deliverable	Quantity
Training Sessions	5 Days
Report including BOQs	40 Reports
Pitching Sessions	4 to 5 Days for Pitching Sessions



To ensure the eligibility of your bid and facilitate a comprehensive evaluation process, it is mandatory that you **include all the specified documents** as indicated



1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (<i>detailed as per the requested currency</i>)
3	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
4	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
5	The Bidder's official registration documents
6	A copy of the Bidder's legal representative ID or passport
7	ACTED's General Conditions for Purchase signed & stamped by the Bidder
8	List of Staff CVs
9	Detailed workplan
10	Submit a detailed proposal, and concept idea/s strategy
11	ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar Services, recommendation letter, completion certificate etc) are provided
12	TOR signed & stamped by the Bidder
13	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder



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Q&A

