

Employment Intensive and Infrastructure Programme (EIIP)

Call for Proposals EIIP 001/2020

“Project to enhance productivity and employment in farming”

1 Submission of Concept Note

The Call for Proposal is open to registered NGOs involved in the agricultural sector who wish to participate in ILO's EIIP operations and participate in achieving common goals and objectives. Based on Concept Notes received, ILO will select the best-fit Implementing Partner (IP) for the intervention and area(s).

Interested organisations may submit a Concept Note including Attachments A-C in response to the Call for Proposals. The concept note is to be submitted in line with the provided format. The Concept Note is primarily for an organisation to express its unique advantage and added value for the Project objectives. The Concept Note is intended to allow the agency to:

- Demonstrate the unique advantage it brings to the partnership for realizing the desired outcome of the Project; and
- Briefly describe the implementation approach for realizing the desired outcome of the Project;

The Concept Note should elaborate the concepts provided in this Call for Proposal and should be concise, contain clear information and not exceed three pages. Once selected, the organisation will participate in the design and detailed budgeting of the Project and concluding Project Implementation Agreement.

1 Background

The ILO, with funding from Germany through KfW Development Bank, is implementing the Lebanon Employment Intensive Infrastructure Programme (EIIP) as part of its response to the Syrian refugee crisis to create decent jobs for vulnerable Lebanese host community members and Syrian refugees and ease the strain on local infrastructure. The COVID-19 outbreak in combination with the economic crisis has however impacted on the project and new priorities are emerging. ILO and the donor have agreed to re-direct some of the available funding towards supporting the critical agro-food supply chain.

With the food security crisis looming in the horizon, several municipalities are showing interest in agriculture, to ensure the food security of the villages. ILO will engage with some of these Municipalities to implement activities which will support local agriculture to increase production and improve food security of the villages. The intervention will provide support to local farmers while at the same time creating short term employment opportunities for Syrian refugees and local Lebanese population through farming activities.

This intervention of USD 400,000 all inclusive, targets four municipalities that are currently working

with the ILO EIIP, namely Kfar Aaka, Bcharre, Al Qaa, and Union of East Zahle (budget per municipality USD 100,000) Applicants are encouraged to submit for all 4 municipalities, capacity allowing. Alternatively, applicants can submit proposals for either a) Kfar Aqaa & Bcharre or b) Al Qaa & Union of East Zahle.

2 Project strategy

ILO will support up to four municipalities with important agricultural production in a way that will also directly benefit the farmers and generate short term employment for unskilled and skilled farm workers. The project aims to reclaim and cultivate new or idle land to increase crop production. Land may be owned by municipalities or local farmers. ILO will support municipalities and local farmers by paying for input and workers to prepare and cultivate land. The surplus produce will be sold by the farmers at reasonable low price to community retailers, and/or provided by the municipality for free to vulnerable Lebanese and Syrian refugees.

Identification of priority crops, farmlands and farmers will be done in close coordination with the municipality, based on agreed screening criteria, with priority to smallholder farmers.

The activity will generate short-term employment for farm workers in each of the participating municipalities, spread out on several farms or identified farmland in and around the municipality.

The IP will provide overall management of the intervention and will work closely with appointed municipal focal point and the ILO EIIP team.

3 Scope of Work

ILO will engage the IP for detailed design of the intervention and overall management of implementation.

The IP shall, in consultation with the municipality and based on agreed selection criteria, identify 5-15 smallholder farmers in each municipality and a minimum of 10,000m² of farmland, including where practical land owned by the municipality.

The IP shall in consultation with the municipality and farmers and based on beneficiary target criteria identify 50 farm workers for each municipality who will be working on farm activities for a total of 40 days, over an agreed period of time, eg 3-6 months when farm activities are needed. While the IP is responsible for contractual administration of the workers, day to day supervision should be supported by the municipal focal point and participating farmers.

Workers/Beneficiaries

Workers will receive LBP 30,000 per day for 40 days spread over three months (or longer), ie the farmers are supported for 3 months (or more) to cover land preparation, planting and harvesting.

The workers included in the initiatives should be a minimum 50% Syrian refugees and vulnerable Lebanese in need of an additional income source. There should be a minimum of 30% women. Documentation on the workers must be collected and provided to ILO, including copy of ID, proof of payment (e.g. signature of the workers stating that the daily fee received), and amount of days each worker worked. ***The attached Registration Form, Employment Contracts and Muster Roll shall be used (in Annex 1).*** Workers should be paid equally for work of equal value (i.e. the pay per worker cannot differentiate based on age, nationality, and gender or other). The working conditions (including working

hours) must comply with the Lebanese labour law and regulations. Workers safety is a top priority and workers should be briefed on safety requirements and shall be provided with appropriate safety gear for the activity, including specific COVID-19 measures.

4 Input and Cost Break Down

The maximum budget for this initiative is USD 400,000, principally broken down as per table below

Item	Indicative %
Labour wages (minimum 200workers 40 days @ minimum wage of LBP 30,000* and support to 4 municipal focal points 40 days @ LBP 50,000	50%
Input (seeds, fertilizer etc)	25%
Hand tools and equipment (tillage, transport etc)	5%
PPE (including COVID-19 measures)	2%
Contingency 5%	3%
Sub Total	85%
IP Administrative Cost 15%	15%
TOTAL	100%

*) Minimum daily wage is LBP 30,000. However this may be reviewed and adjusted for inflation during the course of implementation.

N.B: While wages cost will be transferred to the IP in USD wages should be paid in LBP. If the IP will use a semi-official and favourable market exchange conversion from USD to LBP this will be regarded an advantage and should be indicated in the proposal, ie the corresponding budget for labour wages based on the numbers in the table should be indicated in the proposal.

5 Work Output and Key Activities

The proposal shall describe suitable farming activities in each municipality, process for development of detailed work plan, strategy for progress monitoring and reporting and generally describe delivery of the two project outputs below.

Output 1 crop production

- how to identify and engage with farmers
- Identification of priority crops and securing farm land
- Identification and supply of input
- Farming activities including land preparation and cultivation
- Advise and support commercialization of the products, especially in case of surplus,

Output 2 income and employment generation

- Identification and recruitment of farm workers
- Labour management and employment monitoring
- Payment of wages

- Implementation of OSH and COVID-19 measures

6 Procurement of Goods & Services by the Implementing Partner.

Procurement contracts for goods and services shall be awarded on the basis of effective competition in accordance with the following principles:

Sub-Contracts shall be awarded to the best qualified vendor submitting the most technically acceptable and lowest quotation or bid (at least 3 offers must be obtained for each procurement transaction)

- Best Value for money.
- Economy and Efficiency to achieve quality and cost effectiveness.
- Fair and open competition giving all qualified suppliers an opportunity to participate.
- Transparency and accountability in the procurement process.
- Make sure satisfactory results are maintained after each procurement process.
- All RFQs pertaining to the procurement of Goods & Services must be documented with all supporting documents and shall be presented to ILO, EIIP.
- Detailed expenditure statement must be submitted to ILO including all supporting documents confirming the completion of works pertaining to this Implementation Agreement.
- The ILO will have the right to conduct visits to the IP offices to make sure procurement activities are effective, in line with the procurement rules and conditions and that all procurement activities are very well documented.

7 Procedure for supervision and labour management

An upstart meeting will be arranged by the ILO EIIP team with the IP and participating municipalities explaining the procedures, determine the activities to be carried out, inputs and expected outputs and method of payment of workers. ILO will in this meeting go through principle of decent work, labour management and OSH aspects including special COVID-19 health and safety requirements.

Each municipality will be requested to appoint a technical focal point who will work with the IP to develop the detailed work plan for the project, including input and labour schedule. The process includes to agree priority crops and selection of participating farmers. Criteria include but are not limited to: priority to small holder farmers in need of support; priority to full-time farmers; number of people dependent on the farmer; and priority to young or female farmers.

The Municipality shall support in engagement with farmers and shall work with the IP to identify and recruit farm workers in coordination with the farmers. The Implementation Agreement will cover the cost of 50 farm workers per municipality, each working for 40 days over the period of the intervention – The IP must hence coordinate with the farmers to plan the weekly or monthly input of each worker.

The works shall start immediately upon the return of the signed Agreement. While the IP is overall responsible for managing and supervising the works, they will be supported in the day to day supervision by the municipal focal point and the participating farmers. The ILO EIIP team will carry out spot checks.

The IP is responsible for registering each worker and to keep a daily muster roll. Inspection and attendance records are to be kept and used to determine the actual amounts to be paid to each person. Payments shall be made on a bi-weekly basis (or if agreed on a monthly basis). Workers shall be informed at the start of the assignment of the daily rate and work schedule and when and where

payment will be issued.

An inspection record and attendance record of the workers is to be submitted to the ILO on a monthly basis.

8 Payments

The ILO will pay to the IP a sum not exceeding **USD 400,000** in respect of the works satisfactorily completed, in accordance with the work plan agreed between the ILO and the IP and certified by the EIIP Team. Payment to workers will be based on the signed Muster Roll and made for the number of days worked. If, for any reason, the work is not done in accordance with the agreed work plan including Force Majeure, the ILO may withhold payment entirely or partly until the required work has been done.

9 IP Payment Schedule

ILO will **advance 10%** of the total Implementation Agreement value based on submission and approval of work plan and detailed budget to facilitate the procurement of hand tools and safety gear, and to facilitate a first payment of workers.

ILO will upon **satisfactory progress and realistic forecast process installments as per tentative schedule below:**

- 30 June 2020 second payment of 30% of the total IA value to cover labour costs, inputs and management.
- 31 August 2020 third payment of 30% of the total IA value to cover labour costs, inputs and management.
- 31 October 2020 third payment of 25% of the total IA value to cover labour costs, inputs and management.
- A final reimbursement of 5% of the total Implementation Agreement value to cover Municipality fees and remaining labour cost will be processed once the work has been completed in full.

10 Selection Criteria

- The call for proposal Concept Note shall include methodology including observations on the proposed approach and assumptions above, including the proposed budget break down.
- Overview work plan (proposed duration 3-6 months) and proposed input
- The Implementing Partner shall include a resume of past work of similar nature and references, and CV including contacts for key staff for this assignment, address and date of birth;
- Assigned personnel must have a degree in in the agricultural field with knowledge and experience in working with municipalities and small holder farmers

Quality of proposal, proposed input and cost and relevance of previous experience will be considered in selection of Implementing Partner. Implementation Agreement will be negotiated with the most suitable NGO.

Request for Clarification Deadline: 27 May 2020 before 16:00

The Proposal shall be submitted through email to hashem@ilo.org on or before 16:00 1 June 2020.

Detailed selection criteria in the table below

Sector expertise and experience (25%)
<ul style="list-style-type: none"> ▪ Prospective partners are required to have the specific skills, sector specialists, knowledge and human resources. Including relevant references. ▪ Partners are encouraged - capacity allowing - to quote for all 4 municipalities, but as a minimum either of Kfar Aqaa & Bcharre or Al Qaa & Union of East Zahle ▪ Proven experience in coordination with municipalities and farmers is required
Project management (25%)
<ul style="list-style-type: none"> ▪ Ability to deliver project objectives, accountability mechanisms and sound financial management (proven external audit of partners' financial statement is an asset) ▪ Ability to facilitate wage payments on a bi-weekly basis in different locations ▪ Coordination with agencies working under the same sector. ▪ Capacity to deliver quality reporting and adhere to ILO reporting requirements
Local experience, presence and geographical focus (20%)
<ul style="list-style-type: none"> ▪ Ongoing programme in the area of operation. ▪ Local presence and ability to access all municipalities ▪ Knowledge of the geographical location
Partner's capacity to undertake procurement (15%)
<ul style="list-style-type: none"> ▪ The applicant must demonstrate proven experience to undertake large/complex procurement in line with ILO/ UN procurement guidelines ▪ Functioning procurement unit in the country of operation. ▪ Established effective internal-controls.
Cost effectiveness (10%)
<ul style="list-style-type: none"> ▪ Level of administrative costs should not exceed 15% on the Project in relation to project deliverable. ▪ Proposed budget to be in line with the intended project target. ▪ Current USD to LBP exchange rate in use by organisation
Experience working with ILO or UN (5%)
<ul style="list-style-type: none"> ▪ Global and/or local partnerships including knowledge of ILO policies, practices and programme, including an understanding of and ability to work within ILO's funding limitations and associated inherent risks is an asset. Commitment to ILO's core values and Age, Gender and Diversity approach is expected from all ILO partners ▪ Participation in LCRP livelihoods and/or basic assistance coordination

Annex 1: Muster Roll, Registration Sheet and Employment Contract

رقم العقد: Contract Number		المنطقة العرقية: Locality		كشف رقم Sheet Number		من: of	
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الرقم المتسلسل Serial number	الاسم الكامل (الثلاثي) Full Name	الجنسية Nationality			فترة العمل Work Period																	مجموع أيام العمل Total Workdays	الأجر اليومي (اليرة اللبنانية) (LBP)Daily Wage	مجموع الأجر (اليرة اللبنانية) (LBP)Total Amount	التوقيع Signature	
		لبناني Lebanese	سوري Syrian		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16						
			رقم الهوية ID Number	رقم الهوية ID Number																	رقم تسجيل المفوضية UNHCR registration number					
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				مجموع Total																						

1 يوم عمل كامل
Full work day

0 الأحد أو عطلة رسمية
Sunday or public holiday

1/2 نصف يوم عمل
Half work day

A إجازة بدون راتب
Absence without payment

اسم مدقق الكشف
Checked by

توقيع مدقق الكشف
Signature of the Checker

اسم معد الكشف
Prepared by

توقيع معد الكشف
Signature of the Reporting Officer

اسم مدقق الكشف
Checked by

توقيع مدقق الكشف
Signature of the Checker

اسم معد الكشف
Prepared by

توقيع معد الكشف
Signature of the Reporting Officer

Workers Registration Sheet سجل العمال														
				القضاء: Casa			المحافظة: Governorate			المتعهد: Contractor				
		من: of		كشف رقم Sheet Number			المنطقة العرقية: Locality			رقم العقد: Contract Number				
التوقيع Signature	رقم الهاتف Phone Number	مكان السكن Place of Residence				تاريخ الميلاد Year of Birth	شخص من ذوي الاحتياجات الخاصة Person with Disability	الجنس Sex		الجنسية Nationality			الاسم الكامل (الثلاثي) Full Name	الرقم المتسلسل Number
		الحي Street	المنطقة العرقية Locality	القضاء Casa	المحافظة Governorate			أنثى Female	ذكر Male	سوري Syrian		لبناني Lebanese		
										رقم تسجيل المفوضية UNHCR registration number	رقم الهوية ID Number	رقم الهوية ID Number		
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							اسم مدقق الكشف Checked by					اسم معد الكشف Prepared by		
							وقيع مدقق الكشف Signature of the Checker					Signature of the Reporting Officer		

Contract for Rental of Services for Daily Workers

Between the two parties

IP (First Party): _____

Registry Number: _____

Implementation _____ Agreement _____ Name: _____

IA Code: _____

Worker (Second Party): _____

Nationality: _____ ID Number: [ID number or civil extract registry number and place – for registered refugees include progress number] _____ Date of

Birth: _____

Phone Number: _____ Residence: _____

Gender: M / F Disability: Y / N

This contract is for daily task based delivery of services within “**Employment Intensive Infrastructure Programme, in Lebanon (EIIP)**”. Within this contract the second party will undertake as required by the Implementing Partner, numerous task work activities in group or individual tasks.

Terms of Employment

The Location of project workplace is: [insert location - address of the locality]

This Contract begins on: [insert date] and ends on: [specify date after 40 working days later]

Actual End Date: [Insert actual date in which the individual stopped work]

The Worker is informed and is aware of the limited period of this contract and that this is not a trial period for a permanent job and that daily wage will be paid only for daily tasks accomplished to satisfaction. The Worker is required to deliver the services required to complete the requested task in the time allocated for the project.

The contract may be terminated for one of the following reasons:

- a) If the Implementation agreement with EIIP is discontinued,
- b) Funding for the programme in the location of the project workplace is discontinued,
- c) The Worker is frequently absent or repeatedly do not perform in terms of the tasks set out in the work programme.

Duties

The Worker will be delivering basic services as assigned by the IP independently but in coordination with other workers in the same workplace.

The tasks assigned to the workers are safe, the worker is required to follow the safety measures.

Remuneration

The Worker will be paid a daily wage for a daily task completed to satisfaction at the rate of **[minimum**

of LBP 30,000]. A daily task should be accomplishable in 8 hours or less.

The expected quantity of work completed each day should be compatible with the timeframe allocated for the completion of all tasks by all the workers assigned to it. The work quantity required for the agreed rate of pay will vary from activity to activity. The Worker will be informed at the beginning of each task or group of tasks how much work is expected to be completed per day. The Worker will be paid the daily rate even when work is finished before the time or after the estimated time of completion.

The Worker will only be paid for daily tasks completed to satisfaction. The Worker will not be paid if absent, for whatever reason.

The Implementing Partner will provide transport in and out of the workplace from the place of residence of the Worker.

Payment is made on a bi-weekly basis at the place of work.

Conditions

The regularization of Legal Stay and complying with applicable Lebanese legislations is the responsibility of the Worker.

In case of any conflict in the interpretation of the terms of the contract and the roles and responsibility of the Worker or bad working conditions, the worker should inform the MoL Social Safeguards Officers designated for the location of the project. In this respect, the Worker has been advised of the availability of a Complaints Mechanism, including a Grievance Form, for any issue or comment regarding the working conditions, the project site, or the project in general.

The Worker hereby authorizes the Implementing Partner to screen his/her name against UN and EU sanctions lists and to share his/her personal information with ILO and KfW only in all confidentiality for the sole purpose of accountability by keeping a record of their work for a period of 10 years.

In addition to the conditions above all terms and conditions of the Lebanese Code of Obligation and Contracts and ILO Decent Work Standards are applied to this delivery of services.

Signatures

Signed in [indicate location]

☐

By ticking the box above (the IP) hereby certify that the worker whose name is on this contract has been checked against the UN, EU, UN Security Council and World Bank sanction lists provided by the EIIP Programme given that they are not registered by the UNHCR.

On behalf of the Implementing Partner: _____ Date: _____

The Worker: _____ Date: _____