



SERVICE CONTRACT NOTICE

SERVICE CONTRACT FOR A National agriculture sector specialist

Location: Lebanon – Union of Municipalities of Oussat wa Sahel al Qaytaa
(Akkar) and Union of Menieh (North Lebanon)

1. Reference

TF-MADAD/2018/T04.136

2. Procedure

Single tender

3. Programme title

"MASAR for Local Governments: Maintaining Strength and Resilience for Local Governments"
funded by the MADAD EU Regional Trust Fund in Response to the Syrian crisis.

4. Financing

EUTF-MADAD

5. Contracting Authority

For indirect management: Agència Catalana de Cooperació al Desenvolupament

Nationality: Spanish

CONTRACT SPECIFICATION

6. Nature of contract

Global price contract

7. Contract description

MASAR for Local Governments is a programme funded by the EU MADAD trust fund and implemented in Lebanon and Iraq. The overall aim of the programme is to strengthen the long-term resilience of targeted subnational governments and their host, refugee and IDP populations to deal with displacement.

MASAR has three objectives:

- To improve the capacities of subnational governments to engage in holistic, area-based planning and consider different scenarios that respond to the needs of host, refugee and IDP populations.
- To improve service delivery to generate greater social stability outcomes based on the needs of host, refugee and IDP populations.



– To empower subnational governments and service providers to facilitate local economic development and to have better access to municipal investment that benefit the extension of safe public services and create economic opportunities for host, refugee and IDP populations.

In the area north of Tripoli under the coordination of ACCD, MASAR supports two Unions of Municipalities: Menieh in the Governorate of North Lebanon, and Oussat wa Sahel al Qaytaa in the Governorate of Akkar.

Under Specific Objective 3 MASAR project aims to contribute to Local Economic Development and increasing employment opportunities and job creation for host and refugee communities.

Agriculture is the main livelihood in the region covered by the Unions of Municipalities (UoM) of Menieh and Oussat wa Sahel Qaytaa. The agricultural labour market in Lebanon, and particularly Akkar and Menieh, is largely informal and low-skilled where agricultural workers are often subject to difficult and hazardous working conditions.

MASAR's activities to support the agricultural sector work towards job creation in the mentioned UoMs by building the capacity of local farmers and cooperatives in agricultural practices and management.

The aim of this assignment is to build the capacity of farmers/cooperatives to plan a more effective production, strengthening agricultural production and strengthening farmers' access to markets and commercialization – with focus on women and youth.

The expert will identify target groups in both UoMs, design a training programme and provide training in topics such as agronomic practices, irrigation, and promotion of the concept of cooperatives, financial literacy and supporting new solutions for marketing agricultural products.

During the assignment, the expert will engage local stakeholders and seek cooperation with relevant local and regional stakeholders such as local governments, Lebanese Agricultural Research Institute (LARI), the Chamber of Commerce of Tripoli or Ministry of Agriculture.

➤ **Key Responsibilities:**

The expert/firm will be responsible for:

- Conduct a rapid assessment on training needs for cooperatives and farmers
- Identify target groups with attention to agricultural cooperatives, women cooperatives and youth;
- Prepare a comprehensive training programme and materials;
- Conduct trainings for each of the target groups;
- Availability for assistance or consultation to training participants;
- Coordinate with other ACCD consultants;
- Liaise with the key stakeholders (ministerial offices, municipal representatives, local community, cooperatives) under the guidance of ACCD staff;
- Draft the required reports with actionable, realistic recommendations

➤ **Main Activities:**

➤ **Output 1: Identification of target groups and training needs**



- Identify target groups among farmers, cooperatives, with focus on women and youth associations and refugee community. A minimum of 25 participants will be targeted per UoM.
- Conduct a quick training needs assessment and present ACCD a draft programme
- **Output 2: Design training programme and materials**
After validation by ACCD, develop full training programme and materials.
 - Training contents may cover the following and others proposed by the expert:
 - Reducing dependency on imports such as pesticides, fertilisers or plastic films for greenhouses
 - Production of citrus, vegetable, olive, agro-food processing
 - Land preparation and irrigation
 - Pests management and disease prevention
 - Composting
 - Financial literacy: bookkeeping, business plan, production plan
 - Marketing and sales practices
- **Output 3: Implementation of training sessions**
 - Conduct trainings and proceedings
- **Output 4: Identify investments**
 - Identify small investments to support farmers and cooperatives such as machinery, composting units, grants to entrepreneurs to start businesses.
- **Output 5: Final report with recommendations**
 - Draft final report of the consultancy with actionable recommendations (required skills, training, finances) for future activities (short-, mid- and long-term)

➤ **Outputs/Deliverables**

The expert/firm will prepare and submit the following outputs/deliverables:

The expert will submit the following deliverables:

- Report on training needs including identification of target groups
- Training programme and materials
- Investment proposals
- Final report and beneficiary/client debriefing session

➤ **Reporting requirements:**

The expert/firm will work under the supervision of ACCD's Front Officer and in close collaboration with the project team, particularly:

- Front Officer: for reporting and overall follow up of the consultancy





- Thematic Coordinator: for training contents
- Municipal and outreach officer: for liaising with stakeholders and organising workshops and site visits

When conducting trainings, the expert will collect participants' attendance sheets and draft workshop reports using the templates provided by ACCD.

The expert will submit a summary bi-weekly progress report to be reviewed in regular bi-weekly meetings with ACCD team.

8. Number and titles of lots

One lot only.

9. Maximum budget

In figures **20.000 Euros**

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3. of the Practical Guide.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

TBC- Beginning of May

15. Implementation period of the tasks

60 days from the signature of the contract for a maximum period of 3 months (estimated from beginning of May until beginning of July 2022).

Estimated days per output:

- Output 1: 15 days
- Output 2: 7 days
- Output 3: 25 days
- Output 4: 8 days
- Output 5: 5 days

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not specified otherwise.

Economic, technical and professional capacity of the tenderer

The key expert of the tenderer shall meet the following educational and professional qualifications of the person responsible for the execution of the contract. Criteria:

Education:

- Higher education degree (Masters Level) in Agricultural Engineering or related discipline.

Professional Experience:

- At least 8 years of experience in agricultural capacity building
- At least 5 similar assignments in the last 3 years, preferably in Lebanon
- Extensive knowledge of agricultural production techniques, pest management, irrigation, composting and agro-food marketing;
- Knowledge and experience in the area of intervention;
- Proficiency in report writing;
- Proficiency in English and Arabic

Languages: Fluency in written and spoken English and Arabic. Working knowledge of French.

It will be necessary to prove that there has been a minimum of 3 similar contracts in the last five years with an annual amount of at least 10.000 Euros.



This means that the project the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period.

Candidates/tenderers are either allowed to refer to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case, the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity, which awarded the contract, proof of final payment for services). In case of projects still ongoing only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a global-price service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

The contract will be awarded to the tenderer with the highest score (100 points maximum) according to the following criteria:

- Service Tender Submission form template + technical proposal + a CV / expertise + sample reports: 80%

Technical proposal will contain:

- Short method statement (maximum 3 pages)
- Sample training programme conceived and conducted previously by the expert
- List of similar projects





- Financial offer: 20%



TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard Service Tender Submission Form for Single Tender Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?group=B>, under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the Instructions to Tenderers.

22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Legal basis

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and EUTF.



**Agència Catalana
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EU REGIONAL TRUST FUND 'MADAD'

الصندوق الاستثمائي الأوروبي 'مدد'

R/N: D186 G2000 UE-S-OU-19/2022

Carme Gual i Via
Signed electronically
Director of ACCD



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**Generalitat
de Catalunya**