



Who are we?

DRC has been operating in the Middle East and North Africa for over a decade, running a combination of livelihood, protection, advocacy and relief projects. DRC has six project offices throughout Iraq, Lebanon, Syria, Tunisia/Libya, Turkey, and both a country and regional office in Jordan.

DRC Lebanon has been assisting the Syrian displaced, fleeing Syria into northern Lebanon, since May 2011. This assistance has come through the provision of food and non-food items, various outreach activities (registration, follow-up and awareness sessions) rehabilitation of collective shelters and the implementation of quick impact projects.

For further information about DRC, please refer to our website: www.drc.dk

Objectives:

DRC is seeking to provide English Trainings to its relevant employees all across Lebanon.

Deliverables and Timeframe:

Design Courses and provide Curriculum

Deliver 3 months courses to Qobeiat (5 staff), Tripoli (8 staff), South (4 staff), and Zahle Offices (8 staff), starting the 19th of June, for around 25 staff in total

Requirements:

The selected training firms will have the following experience / qualifications:

- Ability to provide English Courses for beginners/intermediate employees
- Ability to provide the courses in the above mentioned areas. Venue can be provided

Submission guidelines:

Bidders should submit proposals (both technical and financial) as follows:

The **technical proposal** must include the following:

- Detailed company profile
- Examples of previous relevant work
- Offices that could be covered

The **financial proposal** must specify the following:

- Estimated budget with all-inclusive price that will be incurred if venue is provided
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NB: DRC agrees on having other NGO members sharing the course and venue if needed in the above mentioned areas.