



Project Title:	Addressing Root Causes of Conflict in Lebanon: Income Generation and Livelihoods Programme for Vulnerable Populations
Cesvi project Code:	MELBN0010
Donor:	ARC Fund – Government of the Netherlands
Donor Project code:	4000000096
Procedure Code:	MELBN0010-OLT-01
Budget Line:	15 - Curricula Green Jobs

Cesvi is an international NGO, with headquarters in Italy, operating in Lebanon. Cesvi has received a grant from the Dutch Government's Addressing Root Causes Fund in the frame of the project "Income Generation and Livelihoods Programme for Vulnerable Populations" to create livelihood opportunities in a conflict-sensitive manner, leading to more jobs, income, and resilient communities.

The ARC Fund will establish the final amount of the grant and will liquidate it to Cesvi on completion of the operation on the basis of the expenses presented and declared eligible. No party other than Cesvi shall derive any rights from the grant or have any claim to its proceeds. Under no circumstances or for no reason whatsoever will the ARC Fund program entertain any request for indemnity or payment directly submitted by Cesvi contractors.

Under the above program, this notice seeks a consultant to provide the following services:

- TVET green construction curriculum, not to exceed 60 classroom hours, to include the following components:
 - A market benchmarking of available green construction technologies and suppliers in Saida district, with the aim to identify labor market needs
 - Based on the identification of key opportunities in subsectors such as sustainable sites, water and energy efficiency, or materials and resources, the expert will elaborate a training curriculum for skilled or semi-skilled workers
 - The training curriculum must be validated by the private sector, through collaboration with Cesvi, in order to guarantee the curriculum meets existing skills gaps
 - Through a two-day orientation, the service provider will also train the teachers who will deliver the curriculum

The exact specification for each component are available in the TOR, annexed to this document.

Only bids complete with all of the components required will be taken into consideration.



1 Participation

To be eligible for participation in the tender, tenderers must prove they have relevant prior experiences in the field of curriculum development, and other specifications, as outlined in the annexed TOR.

Tenderers must also prove to the Contracting Authority that they comply with the necessary legal, technical and financial requirements. Cesvi reserves the right to ask for documentation.

Tenderers have to declare, under their responsibility, that all of the items offered have been manufactured in accordance with international rules against exploitation of child labour and gender discrimination.

Tenderers have to declare to hold in trust and in confidence any information or documents disclosed to this procedure (Annex 17 C).

Tenderers have to declare in writing they are not in one of the following cases (Annex 19A–Tenderer declaration).

- *They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;*
- *They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;*
- *They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;*
- *They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;*
- *They have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Cesvi and donors' financial interests;*
- *Following another procurement procedure or grant award procedure financed by Cesvi or donors' budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.*

2 Submission of tenders

2.1 Required documentation

Tenders must be submitted in accordance with the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Envelope A – Technical offer" and the other "Envelope B – Financial offer".

2.2 Envelope A – Technical offer

A) Technical documentation:

1. Cover letter (Indicating also clearly the name of the company and contact details)
2. Proposal work plan (As per Annex 1 : **26 days are an estimative timing, different proposal will be evaluated)**

B) Professional capacity :

1. Company profile with background of previous similar services, if any
2. CVs of the lead consultant (Senior) and his/her assistants (Junior). (As per Annex 1: **the team can be composed by 1 Senior and 2 juniors, different proposal will be evaluated.**)

c) Other required documentation

1. Tenderer's Declaration (Annex 19 A)
2. Confidentiality Declaration (Annex 17 C)

As per Annex 1: A firm or a team of consultants is required for this assignment. The Senior consultant required for the task should possess a proven knowledge and expertise gained through similar assignments. He/she should have at least 5 years of experience working in a green construction private sector, and hold at degree in environmental engineering, structural/material engineering, or any appropriate technical sector. He/she should be experienced in developing vocational training (TVET) curriculum, ideally which covers resource-efficient MEP (mechanical, engineering, and plumbing). Knowledge of environmental engineering private sector in Lebanon is central for this assignment. Experiences in working with international NGOs and in Saida will be an added advantage.

2.2 Envelope B – Financial offer

A) Financial offer: The budget has to be presented in an excel sheet, well detailing all expected costs. The price will be expressed in US Dollar (USD). The offer price must be VAT included. The price will be considered fixed and valid until the 31st December 2017; no change of price will be accepted unless if mutually agreed with the contracting authority during the negotiation process, provided that such changes will be duly substantiated in an updated technical proposal.

N.B. If an arithmetic error occurs, they will be corrected by the Evaluation Committee.

Supporting documents and printed literature furnished by the bidder might be in another language, provided they are accompanied by a translation into the language of the procedure (English). For the purposes of interpretation of the tender, the language of the procedure will prevail.



2.3 Presentation of bid

Tender bids, inclusive of all the documents above, must be closed in a sealed envelope, at the top of it the tenderer must indicate/write the name of the participating company; stamped and registered by Cesvi in an appropriate document immediately after reception.

Files should be submitted by hand to the logistics department of ACTED.

The envelope must bear:

- The following address for submission of tenders:

ACTED office, located at:

Eshmoun Building, 8th Floor
Damascus Street, Sodeco, Beirut

- The reference of the tender procedure to which the Tenderer is responding: *Tender procedure nr. MELBN0010-OLT-01*
- The words "not to be opened before the tender-opening session" written in English

Any infringement of this requirement (e.g. unsealed envelopes or references to price in the technical offer) will be regarded as a breach of the rules and will lead to rejection of the tender.

The envelopes must be handed to the above address before the 9th October 2017. This deadline has to be considered as a fix term and Cesvi will not accept any delay justification *even if due to the post service.*

3 Additional information during the procedure

Tenderers may submit questions in writing to lebanon@cesviverseas.org up to 2nd October 2017. Cesvi will reply to all tenderers' questions before 5th October 2017.

4 Opening bids procedure

The ceremony of the envelopes opening will be held on 10th October at 10 am; an ad hoc Commission will manage the event. The venue will be ACTED's office.

- The envelopes will be opened and publicly read by the President of the above mentioned Commission.
- After the opening of all the envelopes received within the deadline, the Commission will evaluate their contents behind closed doors.
- The winner will be informed by Cesvi within <5> days from the opening ceremony.
- All the participants to the bid will be informed either by fax or e-mail on the results of the tender.

5 Tender evaluation

Cesvi will evaluate the bids on the basis of the following criteria, from the highest to the lowest (specify the criteria and their priority):



- Technical and professional capacity of the company 10%
- Technical and professional capacity of the team 30%
- Price 30%
- Work plan timing 30%

Any bidder failing to adhere to the tender procedures will automatically be disqualified.

6 General conditions of the contract agreement

- Payments will be done in USD only by bank transfer after the presentation of regular invoices approved by Cesvi.
- For the due and faithful performance of the Contract and the fulfillment of the obligations hereunder the Contractor shall within 15 days upon signing of the Contract lodge with the Contract Authority an irrevocable performance bond issued by a bank acceptable by the Contracting Authority covering twenty percent of the Contract price.
- The Performance Bond shall be valid for a period up to six months after the expiry of this contract.
- Payments will be made by Cesvi Head Quarters in Bergamo, Italy through bank transfer with the following schedule time:
 - 30% (thirty) of the contract price after the signing of the contract,
 - 70% (seventy) of the contract price following final acceptance of the service
- The successful tenderer will be informed in writing that their tender has been accepted (notification of award).
- If, after the tender has been awarded, a contract agreement with the winner cannot be found within 5 days after the winner has been declared, then Cesvi will be authorized to consult the second bidder and so on.
- If the winner fails to respect the Contract agreement during the implementation of the project, Cesvi will be authorised to consult the second bidder and so on.

7 Language of agreement

All correspondence and documents related to the open tender procedure, contracts and reporting shall be written in English

8 Cancellation of open tender procedure

In the event of a tender procedure's cancellation, the Contracting Authority will notify Tenderers. If the tender procedure is cancelled before the envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur 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, in particular where these have prevented fair competition.

In no circumstances will Cesvi be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of the open tender procedure, even if Cesvi has been advised of the possibility of damages. The publication of a procurement notice does not commit Cesvi to implement the service announced, and the sign of the contract is bound by the donor financing

9 Liabilities

The Dutch MFA will establish the final amount of the grant and will liquidate it to Cesvi on completion of the operation on the basis of the expenses presented and declared eligible. No party other than Cesvi shall derive any rights from the grant or have any claim to its proceeds. Under no circumstances or for no reason whatsoever will the Dutch MFA entertain any request for indemnity or payment directly submitted by Cesvi contractors.

10 Dispute settlement

The Court of Bergamo (Italy) will be competent in case of dispute between the Parties, which is not possible to settle otherwise. The Italian law rules this agreement. This English version of this document shall rule between the Parties.

This document has been written in English. In case it will be translated in any other language than English, then the English version shall prevail in case of difference of interpretation.

11 Information about the contracting authority

Cesvi, international, secular, independent organization based in Italy, is working for global solidarity in 21 different countries overseas with over 18 million Euro as total outlays for institutional activities during the year 2016. Cesvi is a member of "Alliance 2015" and is recognised as recommended NGO for consultative status to ECOSOC; it has a differentiated portfolio of donors among which are the European Communities, UN, with a remarkable share from fundraising (above 20%). Further information is available from the following sources <http://www.cesvi.org> (introduction to Cesvi), and <http://www.alliance2015.org/> (Alliance 2015 website).

22 September 2017

Amelia Charles

Cesvi Program Manager



TERMS OF REFERENCE (ToR)

Consultancy for Green Construction curriculum development

Job Title	Curriculum development consultancy		
Reporting to	Cesvi Livelihood Program Manager	Works with	Livelihood Field Coordinator
Country	Lebanon	Donor Code	4000000096
Donor	ARC Fund	Internal Code	MELBN0010
Project Title	Addressing Root Causes of Conflict in Lebanon: Income Generation and Livelihoods Program for Vulnerable Populations		
Assignment during	26 working days		
Language	English and Arabic		

Background

Alliance2015 is a strategic partnership of seven European non-governmental organisations engaged in humanitarian and development activities. Alliance2015 members operating in Lebanon include ACTED (France), Cesvi (Italy), Concern Worldwide (Ireland), Hivos (The Netherlands).

The service provider/consultant will work with Cesvi directly under the project: “Addressing Root Causes of Conflict in Lebanon: Income Generation and Livelihoods Program for Vulnerable Populations” and will report to Cesvi Livelihood Program Manager. This will involve the development of a training program on green construction principles and skills, in line with market needs in Saida district.

Brief project profile

The Alliance2015 Partnership, represented by lead agency ACTED, Cesvi, Concern and Hivos, is running a program that aims to address root causes of conflict and instability in Lebanon, through the creation of sustainable income-generating and livelihood opportunities for vulnerable populations. Over three years, Alliance2015 partners will work directly with 1,800 individuals, 18 Social Development Centers (SDCs) and at least 27 Micro, Small and Medium Enterprises (MSMEs) across Lebanon.

The integrated program targets vulnerable communities with economic inclusion activities through three main pathways:

- (A) Building the capacity of SDCs leads to an improved delivery of livelihood-related services;
- (B) Improving the technical and soft skills of vulnerable individuals to ensure increased participation in the private sector job market; and
- (C) Improving the capacity of the private sector leads to growth and job creation.

Activities include providing livelihood-related resources, assets and renovations to each targeted SDC; offering TVET and soft skills training, paid apprenticeship programs and job-matching services to vulnerable individuals; and providing businesses development services and value chain support to MSMEs.

This assignment is solely focused on Outcome Pathway B with specific focus on activity 2.1: *Provide relevant market-based TVET and soft skills trainings to vulnerable individuals*

Overview of the assignment:

The green jobs sector in Lebanon has been identified by a range of public, private, and non-governmental actors as one with the potential for significant growth. Development of this sector also affords the opportunity to link vulnerable households with employment in a skilled labor workforce. In order to improve the technical and soft skills of vulnerable individuals and support increased economic opportunity in the green construction sector, the aim of this curriculum development consultancy is to equip trainees in both principles and skills related to sustainable and efficient building construction.

The service provider/consultant is an expert in green construction, and assisted by the Cesvi livelihood field coordinator, will conduct a market benchmarking of available green construction technologies and suppliers in Saida district to identify labor market needs. Based on the identification of key opportunities in subsectors such as sustainable sites, water and energy efficiency, or materials and resources, the expert will elaborate a training curriculum for skilled or semi-skilled workers. The training curriculum must be validated by the private sector, through collaboration with Cesvi, in order to guarantee the curriculum meets existing skills gaps. Through a one-day orientation, the service provider will also train the teachers who will deliver the curriculum.

Results and deliverables:

ACTIVITY (OUTPUT)	MEASURABLE RESULTS
Organisation and coordination	<ul style="list-style-type: none"> • Provide leadership and support of organisation and coordination of the market assessment/benchmarking • Ensure the involvement of the relevant authorities and service providers in the analysis • Liaise with relevant stakeholders to ensure curriculum is market-based and addresses existing gaps
Assessment, logistics	<ul style="list-style-type: none"> • Coordinate the collection and capturing of data, including collaboration with Cesvi during validation of draft curriculum • Ensure that all logistics of the consultations are arranged • Draw up detailed workplan in collaboration with Livelihood Program Manager • Ensure that the workplan is adhered to and any bottlenecks promptly discussed with the Livelihood Program Manager
Monitoring and Evaluation	<ul style="list-style-type: none"> • An inception report after the initial market assessment/benchmarking, outlining the technologies, service providers/suppliers, and other stakeholders in Saida district • Report to assess the skills gap in the subsector and provide evidence for development of a proposed curriculum • Submission of this report to the Program Manager for discussion and validation • Contribution of lessons learnt at key milestones of the assignment • Develop placement test for evaluating prospective students, and qualification test for students who completed the training • Develop tool for monitoring teachers' delivery of the materials
Product development and delivery	<ul style="list-style-type: none"> • A detailed outline of the training modules, including lesson plans, estimated times, etc, not to exceed 60 classroom hours • A detailed Bill of Quantities for the materials needed for establishing the training programme • A comprehensive training booklet/curriculum in Arabic for targeted green construction sub-sectors (with verified English translation) • Hand-outs and other educational materials that can support in delivery of the trainings in Arabic (with accompanying English translation)

	<ul style="list-style-type: none"> • Delivery of a two-day workshop to train teachers in the curriculum (coordinated by Cesvi) • Verification of the above by private sector employers, through coordination with Livelihood Program Manager
Representation/Visibility	<ul style="list-style-type: none"> • Ensure visibility of the project and donor

Scope of work:

The consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity. The service provider is strongly encouraged to develop highly interactive and practical outputs for this consultancy.

The consultant is required to perform the following functions at minimum. The service provider must review the relevant literature including, inter alia, the following:

- a) The part containing Outcome Pathway B in the project proposal;
- b) The baseline survey conducted during the inception phase of this project;
- c) The project logical framework;
- d) All significant documents provided by livelihood program manager

Taking into considerations the above and deliverables, the consultant will provide:

- a) An inception plan which details the methodology/approaches and timelines associated with this consultancy, including a draft agenda of both the market assessment and the curriculum development components. **To be submitted within 1 week (5 days) of signature of the contract.**
- b) The initial report on the market assessment exercise. The analysis must include all topic issues covered during the mapping and provide a strong justification for the proposed curriculum. **To be submitted within two weeks (10 business days) after the signature of the contract**
- c) Draft curriculum to be submitted within two weeks **(11 business days) of the assessment report.**
- d) Two days teacher training workshop to be held within one week **(5 days) of curriculum submission**

Revisions:

- Curricula will be evaluated by private sectors
- Inception plan, draft agenda, market assessments will need the approval from Cesvi (Extension in the work plan could be required based on contract provisions)

All deliverables must be written and submitted in English. Arabic translation if foresees after the validation from Cesvi

Time breakdown

The service provider/consultant is expected to engage 1 senior consultant and up to 2 junior consultants. The following is a **proposed breakdown** of time and work load between senior and junior consultants:

- **26 working days** for senior researcher (10 days for organization/coordination and assessment report + 16 days for curriculum development and delivery)
- Up to 2 junior staff x 10 days = up to 20 days for assessment consultations

Inputs from Cesvi:

Cesvi will provide:

- a) The relevant literature in the form of the project proposal;
- b) Technical comments and feedback on the outputs of the consultancy;
- c) Logistical support for consultations including, venue, access to existing materials, information and staff;
- d) General oversight in the roll out of the consultancy.

No other physical inputs will be provided by Cesvi, refer to the invitation and financial offer for the consultancy means and related fees/costs

Person Specification for Senior researcher

(The qualification, knowledge, skills and attitudes required for satisfactory job performance)

Professional Qualification	<ul style="list-style-type: none"> Senior researcher must hold a university degree in environmental engineering, structural/material engineering, or any appropriate technical sector
Knowledge/Experience	<ul style="list-style-type: none"> He/she should have at least 5 years of experience working in a green construction private sector Should possess a proven knowledge and expertise gained through similar assignments He/she should be experienced in developing vocational training (TVET) curriculum, ideally which covers resource-efficient MEP (mechanical, engineering, and plumbing) Knowledge of environmental engineering private sector in Lebanon is central for this assignment Knowledge of research methods and data analysis An understanding of the policy and cultural environment in the community, particularly vulnerable communities Experiences in working with international NGOs and in Saida district will be an added advantage
Skills	<ul style="list-style-type: none"> Excellent writing and organizational skills, with high attention to detail Excellent verbal, presentation and listening communications skills Strong interpersonal skills and an outgoing personality Ability to stay up to date with current news, trends and studies related to green construction in Lebanon Analytical and problem solving skills, willingness to collaborate in problem-solving
Personal Attributes	<ul style="list-style-type: none"> Be honest, trustworthy, and respectful Possess cultural awareness and sensitivity to needs of vulnerable populations Demonstrated ability to work independently under tight deadlines Take initiative and is open to continuous learning and constructive criticism

Certification

Service provider Signature: _____ Supervisor’s Title: _____

Printed Name _____ Date: _____

Supervisor’s Signature: _____ Date: _____

I _____ certify that I have read and understand the responsibilities assigned to this position.

I _____ certify that this job description is an accurate description of the responsibilities assigned to the position.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.



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CONFIDENTIALITY DECLARATION

ANNEX 17_C: BIDDER'S DECLARATION

To be completed and signed by the bidder (including one from each partner in a consortium).

The candidate/Tenderers agrees to hold in trust and confidence any information or documents disclosed to it, discovered by it or prepared by it in the course of or as a result of its participation in the above-mentioned procurement procedure, and agrees that it shall be used only for the purposes of this procedure.

Name and first name: [.....]

Duly authorised to sign this tender on behalf of:

[.....]

Place and date: [.....]

Stamp of the firm/company:



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Any application received after this deadline will not be considered.

*Cesvi - Lebanon
Livelihood Program Manager*

*Amelia Charles
ameliacharles@cesviverseas.org*



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Annex 19A to Tender Dossier

TENDERER'S DECLARATION

We declare that we are not in any of the situations excluding us from participating in contracts which are listed below or foreseen by the law.

Cause of ineligibility*
Bankruptcy*
Judgement for non-professional conduct*
Guilt of professional misconduct*
Non fulfilment of obligations relating to the payment of social security contributions and/or of taxes*
Judgement for fraud, corruption, involvement in criminal organisations or any other illegal activity*
Failure to comply with the contractual obligations of previous contracts financed by the Budget of the Donor*

Place and date:

Name and First name:

Signature:

Duly authorised to sign this tender

Stamp and/or Name of the Company