

REQUEST FOR QUOTATION (RFQ)
RFQ/IL/2017/01

Tuesday February 21, 2017

Subject:	Consultancy Service for preparation of the “Seed Funding & Project Incubation Support” Standard Operating Procedures
Opening Date:	February 22 nd , 2017
Closing Date & Time:	March 10th, 2017 at 5:00 pm (Beirut Local Time)
Currency:	USD
Language:	English

ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become the entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness and financial literacy.

Dear Sir / Madam,

INJAZ Lebanon is looking for a Consultant to support in developing the methodology, training and monitoring and evaluation mechanism for the Seed Funding and Incubation component of the Innovation Lab Network project funded by UNICEF that will be implemented in the Bekaa and North area during 2017.

We kindly request you to submit your quotation for the Consultancy Service detailed in Annex 1 (Terms of References) of this RFQ. When preparing your quotation, please be guided by the timeframe indicated in the Terms of References.

Quotations may be submitted on or before March 10th, 2017 no later than 5:00 pm via e-mail attention Ms. Miryam Abi Hatem, Finance & Administration Manager (myriam@injaz-lebanon.org)

Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Instructions

- ❖ Bids are required to be:
 - a. valid for 30 days after the date of bid opening. A bid valid for a shorter period shall be rejected
 - b. submitted in English language
 - c. sent by March 10th, 2017 at 5:00 pm Beirut Time via email to Ms. Fayza Mehanna & Ms. Miryam Abi Hatem
 - d. Subject of the email must clearly indicate: “RFQ/IL/2017/01, Name of your company, Date of Submission”

- ❖ Each quotation should state the below:
 - a. Supplier Name
 - b. Quotation Number
 - c. If VAT is applicable, please attach a copy of the VAT certificate or mention the VAT registration number on your quotation
 - d. Payment Terms
 - e. Validity

- ❖ Required Documents from the Company who will submit an offer:
 - a. Company Profile
 - b. Previous related work assignments for the past three years
 - c. Company’s Business License (Registration in the Ministry of Finance, and Interior if Applicable)
 - d. VAT Registration Certificate
 - e. Financial statements

- ❖ An authorized representative of the seller must sign, stamp and date the quotation, and other relative documents accompanying it.

Conditions

- ❖ Payment for the consulting service shall be made by cheque or wire transfer within 15 working days after completing the phase 1 of the project provided that the organization has received an appropriate and acceptable original invoice from consultant.
- ❖ Quotations with missing information will be disqualified from participating in this tender.
- ❖ If you were not contacted after 20 working days from closing date, then be notified that your quotation was not awarded.
- ❖ No phone calls are allowed

Thank you and we look forward to receiving your quotation.
Sincerely,

Miryam Abi Hatem
Finance & Administration Manager



Project Background

The Innovation Lab Networks (ILN) is a project funded by UNICEF that will be implemented during 2017. ILN is a network of educational facilities composed of multi-purpose learning and working areas hosting two main tracks: social entrepreneurship/innovation and digital courses and activities. Each individual facility is called an Innovation Lab; the facilities will be spread throughout all Lebanese regions and accessible to marginalized youth including Lebanese and Syrian between the ages of 17-24. The project objective is to increase young people's education and employability opportunities.

INJAZ Lebanon is responsible for the Social Entrepreneurship/Innovation track of the project across 8 Innovation labs in two regions Bekaa and North Lebanon, reaching a total of 2,520 youth. The Social Entrepreneurship/Innovation track is split into two main components as follows:

Component 1: Social Entrepreneurship Training Program:

Youth organized in groups of 20 persons will participate in a 30 hours training that includes business and soft skills:

- ❖ **Business planning and social entrepreneurship skills** including idea generation, market needs assessment, cost benefit analysis and building a valid business plan.
- ❖ **Interpersonal/employability skills** including teamwork, leadership skills, written and verbal communication and problem solving.

The training will be delivered by qualified INJAZ Lebanon trainers during three weekly sessions over a four weeks period. Each month two groups of 20 youth will participate in a 30 hours training in each lab totaling 2,520 youth over nine months across 8 labs.

Component 2: Seed Funding and Incubation Program

At the end of each month, top teams will be selected in each Lab to advance to receive seed funding to pilot their initiatives with more intensive business coaching. These ideas can either be social enterprises or youth-led community initiatives.

Youth teams will be selected through a small competition at the level of each Lab that will include:

- ❖ For income generating projects: the submission of a business plan and a pitch.
- ❖ For community projects: submission of a written project description and plan and a pitch.

A total of 5 teams on a monthly basis in each Lab will be eligible for seed-funding of up to \$2,000 to launch their project. Among these around 3 ideas should be social enterprises and 2 ideas community projects (non-income generating) representing a total of around 320 projects over 9 months across the 8 Labs in the North and Bekaa regions.

Participants' Profile

- ❖ Syrian and Lebanese youth aged 17 to 24
- ❖ Men and women.
- ❖ In schools, out of school or youth enrolled in vocational/technical education.
- ❖ Arabic literate (Ability to read and write)
- ❖ Basic math understanding (Ability to sum and deduct numbers)

Annex 1 - Consultant's Terms of Reference

The role of the Consultant will be to support the project Component 2: Seed Funding and Incubation Program through the following services:

Tasks	Due Date
<p>a. Develop a simplified Standard Operating Procedure for seed funding disbursement and incubation support. This procedure should include:</p> <ul style="list-style-type: none"> ❖ The SOW of the coach in charge of supporting youth teams throughout the incubation period and, ❖ A monitoring and evaluation tool to follow-up on funding disbursement and project implementation. <p>The main outcome of the procedure should be documented in a small manual.</p>	April 07, 2017
<p>b. Provide a Train the Trainer workshop for INJAZ staff on the seed funding disbursement and incubation support procedure. In turn INJAZ staff will train the coaches/incubation mentors that will work with youth.</p>	April 22, 2017
<p>c. Provide a 3 hours review session twice during the duration of the project for INJAZ staff and trainers to review seed funding and incubation procedure.</p>	<ul style="list-style-type: none"> ❖ July 2017 and, ❖ October 2017

Miryam Abi Hatem
Finance & Administration Manager

