

NATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS
ACTED LEBANON

Date:

Tender N°: [T/11CQC/T16/AME/BRT/PRG/21-01-2020/001](#)

ACTED is requesting through this tender a company/consultant to provide detailed written offers for the supply of the following service:

PRODUCT SPECIFICATIONS:

1. Description: Final external evaluation
2. Service class / category: Consultancy services
3. Quantity/unit: The consultancy will last for an estimated six (6) weeks
4. Location: ACTED Beirut Office 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery: Specified in the terms of reference attached, deadline depending on contract signature for the consultancies
2. Date of delivery for: 6 weeks
3. Validity of the offer: 3 months

The answers to this tender should include the following elements:

- A written offer including all the consultancy specifications, the deliverable and price per deliverable
- Quotes should be inclusive of detailed VAT.
- A copy of the consultant ID for national consultants or a copy of the passport alongside a copy of the insurance for international consultants (medical insurance including transportation coverage).

GENERAL CONDITIONS:

1. The **closing date** of this tender is **11/02/2020 5.00PM Local Lebanon time** in ACTED office at the following address :
8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut
Tel: +961 01 324331
or emailed both to : lebanon.tender@acted.org and in cc, tender@acted.org
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Consultancy Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED Logistics department in a sealed envelope stamped and signed by the company and indicating the tender title, date, and time of submission. The envelope must bear the mention ([T/11CQC/T16/AME/BRT/PRG/21-01-2020/001](#))- **not to be opened before 12/02/2020** and the purpose of the offer.
6. The offers must be submitted in **English** and prices must be expressed in **USD**.
7. **ALL THE PAGES OF TENDER DOCUMENTS** (instructions to bidders, offer form, Questionnaire, ToRs, Ethical declaration and bidders checklist) **have to be signed stamped by the bidder.**
8. Unsealed envelope and late offers will not be considered.



T/11CQC/T16/AME//BRT/PRG/21-01-2020/001

9. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, contractors' data shall be automatically processed.

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number [00961 1 324 331] and/or send an e-mail to transparency@acted.org.

SPECIFIC CONDITIONS:

The answers to this tender should include the following elements.

1. A written offer form (02 OFFER FORM) including the price per man-day of work and the total price.
2. Past project experience: Information provided for each relevant past project shall include a summary sheet (highlighting the client, description of the project, location of project, role of the company, project status-completed or ongoing) and a completion certificate (recommended) from the client. All documents shall be provided in English (except completion certificates if not available in English). Completion Certificates shall be attached to the relevant project summary sheet for easy consultation.
3. Brief outline of the topics to be covered during the workshop
4. Concise CVs of key staff expected to work on the projects highlighting their experiences relevant to the project).
5. A copy of the insurance for international consultants (medical insurance including transportation coverage).
6. The attached terms of reference signed.
7. Any relevant certifications the company might have, particularly ISO certifications.
8. Any other documents relevant to the TOR.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11CQC/T16/AME//BRT/PRG/21-01-2020/001

To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: (_____)
2. Company Authorized Representative Name: (_____)
3. Company Registration No: (_____)
No/Country/ Ministry
4. Company Specialization: (_____)
5. Mailing Address: (_____)
Country/Governorate./City/St name/Shop-Office No
 - a. Contact Numbers: (Land Line: _____)
/ Mobile No: _____)
 - b. E-mail Address: (_____)

I undersigned _____, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

TECHNICAL SPECIFICATIONS:

<u>Specification</u>	<u>Deliverable</u>	<u>Price [USD] VAT excluded</u>	<u>Price [USD] VAT included</u>
Detailed description of the methodology for the evaluation - Data collection methods - Data collection tools - Sampling - Approach to quality control - Data analysis methods - Justification for revising the Evaluation Questions (if relevant) - Detailed workplan - Analysis of anticipated limitations and mitigation measures	Inception Report		
Finalization of the Final Evaluation Report, taking into account ACTED comments on its quality and accuracy (ACTED's Final Evaluation Report template will be provided at the beginning of the evaluation))	Final version of the Final Evaluation Report		
TOTAL in USD			

ANNEX 1-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 1 BELOW PRIOR TO PRICING FOR SCHEDULE

NB: THE DATES MENTIONED IN THE TOR MIGHT BE SUBJECT TO CHANGE

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

Terms of reference

Final External Evaluation

Building Resilient Communities in Lebanon: An Integrated Approach to Livelihoods and Income Generation for Vulnerable Populations

DONOR	Ministry of Foreign Affairs of the Netherlands
PROJECT DURATION	15 May 2017 to 31 March 2020
LOCATIONS	Lebanon: Akkar, Tripoli, Mount Lebanon, Beirut, Saida
PARTNERS (IF ANY)	Cesvi, Concern Worldwide, Hivos
MAIN PROJECT OBJECTIVE	Addressing Root Causes of conflict and instability in Lebanon through the creation of sustainable income-generating and livelihood opportunities for vulnerable populations
OBJECTIVES OF THE EVALUATION	<p>Overall objective:</p> <ul style="list-style-type: none"> - To provide an external opinion on the relevance and performance of the project, as compared to the project document and with a strong focus on results. - To highlight key lessons learnt, best practices and recommendations to feed back into current and future ACTED programming in the same sectoral areas and using similar approaches to meeting their objectives.
OVERVIEW OF THE METHODOLOGY FOR THE EVALUATION	<p>The external expert will assess the project according to five DAC criteria (relevance, efficiency, effectiveness, sustainability, impact). Cross-cutting issues such as gender, environment, accountability and do no harm will also be part of the analysis.</p> <p>The methodology for data collection is to be determined by the consultant with ACTED approval. The consultant is however expected to conduct field missions to obtain the necessary qualitative and quantitative data that provides evidence of the impact of the response with members of communities targeted by the project. The evaluation should be conducted mainly through secondary data review, focus group discussions, key informant interviews and household-level interviews with a broad range of project stakeholders, including beneficiaries, as well as direct observations.</p>
EVALUATION DATES	February 17, 2020 to March 31, 2020 (Date of delivery of the Final report)

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¹ Based on the European Union's ROM Handbook and guidance for final evaluations.

ACTED

ACTED WORLDWIDE

ACTED is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, ACTED respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas.

ACTED develops and implements programmes that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship.

ACTED's approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development.

As of 2018, ACTED was present in four continents and our teams intervene in 37 countries towards 16.7 million people, responding to emergency situations, supporting rehabilitation projects and accompanying the dynamics of development.

ACTED IN LEBANON

ACTED has been operating in Lebanon since 2006, with a coordination office in the capital Beirut and an operational base in Akkar, North Lebanon. Considering the impact of the crisis across Lebanese societies, ACTED's holistic approach is composed of three specific levels of assistance provision: 1) targeted household-level assistance ensures that vulnerable household's basic needs are met; 2) community-level support increases the capacity and willingness of host communities and civil society actors to collaborate to overcome the challenges emerging from the various socio-economic crises and tensions that exist within the country's current structure; 3) local authority level support enables municipalities and local governments to maintain or improve basic service provision despite the instability and the demographic burden resulting from the influx of Syrians and minimizes pressure placed on local resources and capacities. The mission in Lebanon has a rich portfolio covering a variety of sectors, including WASH, Protection, Livelihoods and Agriculture programs, and more generally a multi-year track record experience implementing development projects with a strong gender transformative component in partnership with governmental and civil society stakeholders.

Project Background

BACKGROUND AND RATIONALE OF THE PROJECT

The Alliance2015 Partnership, represented by lead agency ACTED, Cesvi, Concern and Hivos, has implemented a Dutch Government funded programme that aims to Address Root Causes (ARC) of conflict and instability in Lebanon, through the creation of sustainable income-generating and livelihood opportunities for vulnerable populations. Over three years, Alliance2015 partners have been working directly with over 1,500 individuals, 19 Social Development Centers (SDCs), 3 TVET Institutes, 1 Vocational Training Center, 22 Artisans and 75 Micro, Small and Medium Enterprises (MSMEs) across Lebanon.

The integrated programme has targeted vulnerable communities with economic inclusion activities through three main pathways: (1) Building the capacity of SDCs for improved delivery of livelihood-related services; (2) Improving the technical and soft skills of vulnerable individuals to ensure increased economic opportunity, and to reduce negative coping mechanisms and tensions, and (3) Improving the capacity of private sector businesses in target industries leads to growth and job creation. Activities have included providing livelihood-related resources, assets and renovations to each targeted SDC; offering Technical and Vocational Education and Training (TVET) and soft skills training, paid apprenticeship programs, and job-matching services to vulnerable individuals; and providing business development services and value chain support to MSMEs.

Long Term Goal 1: Enhance resilience of local institutions through capacity building (May 2017 – March 2020)

The intervention has aimed to revitalize existing institutions within target communities that can provide employment support, in addition to skills building support for vulnerable populations. More specifically, this programme aimed to strengthen the role of Ministry of Social Affairs (MoSA) supported Social Development

Centres (SDCs) as the nucleus of vulnerable communities, which play an important role given their historical presence and outreach in the communities in which they are embedded. Local and national authorities explicitly supported the programme's aim to both work with, and revitalise SDCs. Moreover, working with SDCs has helped to ensure the future sustainability of the programme, as it can build the critical resilience capacities of SDCs to promote stability, the impact of which will be felt far beyond the end-date of the programme itself.

This programme has aimed to enhance the resilience of the SDCs through capacity building, with a focus on the provision of livelihood-related services. The action has been foreseen to improve the capacity of the SDCs to effectively provide relevant livelihood-related services, enabling SDCs to better fulfil their mandates and become effective actors of the local economy. SDCs were provided with information related to market resources and needs (such as gaps versus saturated areas), to enable engagement with key stakeholders and ensure links to economic opportunities for vulnerable populations in their areas. Moreover, SDCs were provided with the relevant training curriculum to deliver soft skills training and TVET to their local communities. The action has also supported the SDCs in developing action plans to address gaps in their capacity to support the livelihood needs of their local communities. Furthermore, in areas where existing public and private institutions (including the Ministry of Education and Higher Education supported TEVT schools, and the Vocational Training Center under the Ministry of Labor) provide additional vocational training, this programme aimed to strengthen such programmes and improve the linkages between SDCs and other institutions. SDCs are expected to effectively serve their communities through, for example, sharing information about enrolment, as well as through establishing a referrals system for vulnerable beneficiaries to better access TVET services.

A total of 19 SDCs and 3 TVET Institutes have been supported in the areas of Akkar, Tripoli, Mount Lebanon, Beirut and the South. Furthermore, and during the first quarter of the program, one additional TVET Institute will be supported in Mount Lebanon in addition to a Vocational Training Center in Dekweneh.

Long-Term Goal 2: Build the micro-economic resilience and social capital of vulnerable individuals, through access to employment services (January 2018 – March 2020)

In addition to building the resilience of SDCs, this action aimed at building the resilience of vulnerable individuals within communities (both economic and social) through various forms of economic inclusion support, aimed at improving access to income generating opportunities. The micro-economic resilience of vulnerable individuals depends on the distribution of direct losses across households, the existence of basic needs, and the ability to smooth the impact of economic shock/s across time through savings, borrowing, and insurance. This programme aimed to directly improve micro-economic resilience through improved access to income generation, and to improve the ability of beneficiaries to effectively contribute to the private sector growth, so that external shocks (such as the spill-over impacts of conflicts in neighbouring countries in the region) can be absorbed without further exacerbating the critical vulnerabilities of populations.

This has been targeted through three approaches/tracks: (1) TVET training in highly innovative and productive processes in the five identified sectors of construction, agro-food, handicrafts, green jobs and Information Technology/software services. In addition, the Consortium supported SDCs and technical schools in conducting soft-skills building programme to ensure better integration into the workforce for vulnerable populations. (2) In relevant sectors such as construction, an apprenticeship programme was designed to ensure that certain individuals receiving TVET are simultaneously placed in apprenticeships to receive on-the-job trainings. (3) For certain beneficiaries of TVET / soft-skills training, as well as certain beneficiaries identified in the target communities in need of employment services, the Consortium has been providing individual job-matching services. This has taken the form of support for development of CVs, interview skills training and the forging of direct linkages with existing opportunities in the private sector.

These described activities under this goal have been implemented in all the project areas mentioned at the start of this document.

Long-Term Goal 3: Build market resilience through support for private sector (August 2017 – March 2020)

In addition to providing support for individuals to access existing market opportunities, there has been an urgent need to support the private sector in Lebanon to create productive and innovative employment opportunities. One of the major constraints to growth in Lebanon is the lack of productive job opportunities. Therefore, activities supporting individuals in accessing existing job opportunities have been complemented by direct support to the private sector, leading to self-employment, new job opportunities, and a strengthened private sector. For each of the five targeted sectors ((construction, agro-food, handicrafts, green jobs and Information Technology/software services) in this programme, the Alliance2015 Consortium developed an innovative approach to supporting micro-, small- and medium- enterprises (MSMEs) through access to Business Development Services (BDS),

grants and access to other financing instruments. These activities addressed structural, technological, capital and market constraints currently preventing enterprise growth.

Under this specific long term goal, partners have been successful in adapting their programs based on a regular coordination with relevant market actors as well as development partners. Specific innovations in this outcome pathway included the dissemination of decent work conditions – in line with the 8th sustainable development goal of the United Nations – and providing entrepreneurship support to businesses and individuals ranging from individual home based nano-businesses to larger scale enterprises with large businesses models and agriculture cooperatives.

In the longer term, the overall action is foreseen to create income-generating and livelihood opportunities in a conflict sensitive manner, leading to more jobs, income and resilient communities. It is envisaged that such a threefold approach – to (1) build the capacity of SDCs to improve the delivery of livelihood-related services (2) improve the technical and soft skills of vulnerable individuals to ensure increased participation in the private sector job market and (3) improve the capacity of the private sector leads to growth and job creation - will contribute to reducing the root causes of conflict in the country. Irregular migration on the other hand, has various and complex motivating factors. While this programme may contribute to reducing such migration in the long-term, it is mainly intended to reduce conflict and thereby provide a more conducive environment in which vulnerable populations can live with improved security.

These described activities under this goal have been implemented in all the project areas mentioned at the start of this document.

ACTIVITIES OF THE PROJECT

Outcome Pathway A: Building the capacity of SDCs leads to an improved delivery of livelihood-related services

- Activity 1.1: To develop for each SDC a market resource guide and new/improved training curriculum
- Activity 1.2. To develop for each SDC an internal action plan addressing community livelihood needs
- Activity 1.3: To provide each SDC with relevant livelihood-related assets/training/renovations

Outcome Pathway B: Improving the technical and soft skills of vulnerable individuals to ensure increased participation in the private sector job market

- Activity 2.1. Through SDCs and/or private/public service providers, to provide relevant market-based TVET and soft skill trainings to vulnerable individuals
- Activity 2.2. To insert trained vulnerable individuals into paid apprenticeship programs for skills development and market access
- Activity 2.3. To provide vulnerable individuals with access to labour market information, career guidance, counselling and job matching services

Outcome Pathway C: Improving the capacity of the private sector leads to growth and job creation

- Activity 3.1. To provide counselling and coaching to MSMEs, including business development services.

Key Project Stakeholders

Project beneficiaries are at the center of the intervention, and an advanced adaptability has been adopted since the start of the program to best cater for their needs and redesign activities with a view to reach the long term outcomes and impacts of the project.

ACTED is the lead of the Consortium in Lebanon, and therefore coordinates all aspects of the program among the various partners, takes a lead on AME, and regularly communicates with the Donor representatives. Furthermore, ACTED hosts the Consortium Coordinator who is responsible to maintain the governance structure of the Consortium and regular information sharing on a Technical and Steering Committee levels.

Alliance2015 partners in Lebanon taking part in implementing the current program are **Cesvi**, **Concern Worldwide** and **Hivos**. Aside from executing project activities in line with the program's intended short term and long term outcomes, partners are contractually engaged in reporting on their project activities to the Consortium's lead, ACTED.

The expected output achievements by the end of the project for each partner are summarized in the following table.

Activity	Partners			
	ACTED	Concern	Cesvi	Hivos
Activity 1.1 Develop a tailor made market resource guide and new/improved training curriculum for each SDC.	13 SDCs	5 SDCs		
Activity 1.2 Develop a tailor made internal action plan addressing community livelihood needs for each SDC	13 SDCs	5 SDCs 1 TVET Institute (under the Ministry of Education)		
1.3 Provide each SDC with relevant livelihood-related assets/training/renovations	14 SDCs 1 TVET Institute (under the Ministry of Education) 1 Vocational Training Center (under Ministry of Labor)	5 SDCs 1 TVET Institute (under the Ministry of Education)	1 TVET Institute (under the Ministry of Education)	
Activity 2.1: Provide relevant market-based TVET and soft skill trainings to vulnerable individuals, through SDCs or private/public service providers	6 newly developed TVET curricula 4 strengthened TVET curricula 510 TVET trainees	5 newly developed TVET curricula 2 strengthened TVET curricula 489 TVET trainees	5 newly developed TVET curricula 595 TVET trainees	
Activity 2.2: Insert trained vulnerable individuals into paid apprenticeship programs for skills development and market access	50 Individuals	75 Individuals	93 Individuals	
Activity 2.3: Provide vulnerable individuals with access to labour market information, career guidance, counselling and job matching services	300 Individuals	406 Individuals	300 Individuals	
Activity 3.1: To provide counselling and coaching to MSMEs, including establishing linkages to existing business development services.	9 MSMEs	8 MSMEs	50 MSMEs – various size businesses with different types of support	8 MSMEs 22 Artisans

The Ministry of Social Affairs of Lebanon is the primary governmental entity that the Consortium has partnered with under the current project, where activities in the first and second outcomes are implemented in the Social Development Centers under the said Ministry.

Other Ministries (Ministry of Education and Higher Education, Ministry of Labor and Ministry of Agriculture) played a role in facilitating some specific activities and further legitimizing the framework of their implementation with a view to ensure the sustainability of the intervention – in line with national strategies and governmental priorities.

Municipalities and Civil Society Organizations having directly been involved in hosting project activities and promotion within their communities.

Private Sector Employers and Representatives having hosted beneficiaries as apprentices, allowing them to practice what they have learned during the TVET courses in a real enterprise setting.

Scope and purpose of the evaluation

The main objective of this evaluation is to provide Consortium partners and the donor with an assessment of the project, its design, implementation and results. The aim is to determine the relevance and fulfillment of objectives, efficiency, effectiveness, impact and sustainability of the project.

In line with the longer term outcomes of the program, the external evaluation should have a **continuous focus on social cohesion** under the project, and how it was improved among the various population groups having benefitted from income generation activities. In general, there should be a clear focus on the upper levels of the Theory of Change and to which extent there is a correlation between the economic status of project beneficiaries and their social interactions with their counterparts from different backgrounds.

Furthermore, and in order to respond to the current Donor priorities with respect to the design of future Livelihood programs, the external evaluation should **focus on the activities under the second outcome pathway of the project**. With a view to replicate the vocational education activities for improved Livelihoods, the Consortium is interested to assess the planning and delivery of education services that can lead to employment, and to which extent the vocational services under the current project responded to the market demand and which aspects can be revised/further improved for future programming.

Regarding the geographical scope, the external evaluation should take into consideration **the entirety of the project localities**.

The evaluation will specifically:

1. Assess the extent to which the project properly met planned outcomes;
2. Highlight lessons learnt, best practices and recommendations for improvements to feed back into current and future programming of the partners in the same or comparable sectoral areas and using similar approaches to meeting their objectives.

Research criteria and questions

The evaluation shall use all five of the following DAC criteria and corresponding questions. The consultant will be able to review and revise the questions (not the criteria) in consultation with ACTED country office AME team, as part of the inception phase of the evaluation, and as relevant.

1/ RELEVANCE

The appropriateness of project objectives to the problems that it was supposed to address, and to the physical and policy environment within which it operated. It should include an assessment of the quality of project preparation and design – i.e. the logic and completeness of the project planning process, and the internal logic and coherence of the project design.

The following questions should be answered:

- 1.1 Was the action adequately designed to respond to the needs of the direct beneficiaries?
- 1.2 Were the project methodologies and activities relevant to achieve the project objectives. Were indicator target values realistic?
- 1.3 How was gender addressed in the project considered?

2/ EFFICIENCY

The fact that the project results have been achieved at reasonable cost, i.e. how well inputs/means have been converted into activities, in terms of quality, quantity and time, and the quality of the results achieved. This requires comparing alternative approaches to achieving the same results, to see whether the most efficient process has been adopted.

The following questions should be answered:

- 2.1 Was the project managed in a cost-efficient manner (in terms of human, financial and other resources versus the results)?
- 2.2 What were the external constraints to achieving better efficiency and how well were they mitigated?

The consultant shall analyze the efficiency of project management arrangements and duly justify any issue. Factual statements on the quality and quantity of inputs shall be provided, delays should be measured by means of comparison with the latest update of the planning. Any significant deviations shall be analyzed. Conclusions on cost efficiency of outputs shall be drawn.

3/ EFFECTIVENESS

An assessment of the contribution made by results to achievement of the project purpose, and how assumptions have affected project achievements. This should include specific assessment of the benefits accruing to target groups.

- 2.1 Were the expected results realized?
- 2.2 Is the quality of outputs satisfactory, in line with what was initially planned?
- 2.3 Did the achievement of the project output results conduct to the achievement of the outcomes? To which extent was the Consortium successful in adapting its strategies and implementation approaches to overcome contextual challenges? What were the major factors influencing the achievement or non-achievement of set objective?

The consultant's focus should be on outputs' and outcomes' delivery and quality (not activities); he/she is expected to explain any causes of deviations and the implications thereof. The level of achievement of results should be assessed as reflected by indicators covering the specific objective (outcome), providing a transparent chain of arguments.

4/ IMPACT

The effect of the project on its wider environment, and its contribution to the wider policy or sector objectives (as summarized in the project's overall objective).

The following questions should be answered:

- 4.1 What evidence is there that the project contributed to the achievement of its overall objective?
- 4.2 What, if any, were the unintended impacts of the project intervention, both positive and negative? Was the project able to monitor, mitigate and respond to any unintended negative effects?
- 4.3 What has been the outcome of the project on the social cohesion between Lebanese host communities and Syrian refugees? Are there geographical differences in the outcomes?

5/ SUSTAINABILITY

An assessment of the likelihood of benefits produced by the project to continue to flow after external funding has ended (probability of continued long-term benefits).

The following questions should be answered:

- 5.1 What evidence is there to suggest the project's interventions and/or results will be sustained after the project end?
- 5.2 What are the possibilities for replication and extension of the project's outcomes? Have the necessary measures been taken to build on local capacities? To enhance the role of women? To involve the private sector?

Human, organizational (including policies and institutions) and financial factors, as well as environmental and gender viability, are the main sustainability factors.

Evaluation methodology

While ACTED suggests consideration of the following mixed-methods methodology in order to collect the relevant data, the consultant is expected to determine the final methodological approach for presentation and approval during the inception phase. Final approval will be made by ACTED's focal point.

The evaluation is expected to be based on the findings and factual statements identified from review of relevant documents (all in English) including the project document, ad-hoc, quarterly and interim reports to the donor, monthly Project Manager reports, in addition to the technical reports produced by the project, the AME surveys (reports and databases) produced for these projects. ACTED will provide the external expert with all available project documentation at the beginning of the consultancy. Project specific context shall also be taken into account.

The consultant will also undertake field visits and interview the stakeholders including the target beneficiaries, government officials, etc. Participation of stakeholders in the evaluation should be maintained at all times, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives. The following persons should be visited and interviewed:

- **Direct project beneficiaries** assessed regarding their participation in the project activities and how these have impacted their socio-economic situation. Direct project beneficiaries include all individuals having benefitted from the project's activities (TVET courses, Soft Skills and Career Counselling sessions, Apprenticeship placement, various support packages to Entrepreneurs and MSMEs);
- **Representatives and Focal Points of the various Ministries** having been involved in the project activities, who will be approached to closely comment on the capacity building plan that was provided under the project, and to which extent the project outcomes are attainable with the invested resources and the existing context of the public institutions and the country;
- **Directors and Staff of Social Development Centers, TVET Institutes and other centers having hosted TVET courses**, in addition to recruited trainers, who will be interviewed to assess the impact that the project has had on their technical capacities and on the centers' readiness to provide Livelihood activities for the communities as well as some indications regarding the level of social cohesion that the beneficiaries of different backgrounds have had in the centers – in addition to some leads regarding the involvement of the center's personnel in favouring positive social interactions;
- **Representatives of private sector companies** who have actively taken in project beneficiaries as apprentices, who will be interviewed to assess beneficiaries' level of readiness to join the labor market based on the support package of the project;
- **Project and Coordination staff of Consortium partners**, who will be interviewed to assess the DAC criteria mentioned above.

The methodology must consider participants' safety throughout the evaluation (including recruitment and training of research staff, data collection / analysis and report writing) as well as research ethics (confidentiality of those participating in the evaluation, data protection, age and ability-appropriate assent processes) and quality assurance (tools piloting, enumerators training, data cleaning).

The above-described methodology is indicative, the consultant is expected to provide a detailed methodology and work plan. He/she will also be free to collect additional data in order to reply to all the research questions.

Schedule

This assignment is expected to begin by February 17th, 2020 and shall be accomplished no later than February 20, 2020. Bidders should provide an evaluation workplan detailing the number of working days required per evaluation activity (see below table).

Evaluation activities	Suggested Schedule
Review of program activities, implementation policies and reporting mechanisms, based on available documentation	To be filled by bidders
Development of an Inception Report, outlining the methodology for data collection and analysis	To be filled by bidders

Data collection	To be filled by bidders
Analysis of program performance based on the five DAC criteria and the corresponding research questions listed above	To be filled by bidders
Drafting of the Final Evaluation Report	To be filled by bidders
Finalization of the Final Evaluation Report, taking into account ACTED comments on its quality and accuracy.	10 days

The consultant will be expected to meet weekly with ACTED management staff to provide updates on the evaluation timeframe. This can be done either by phone or in person.

Deliverables

The following deliverables should be provided to ACTED's representative in Lebanon, who will then circulate them to the relevant ACTED departments and partners for feedback.

All deliverables should be in electronic version, Word/Windows compatible format and in English.

Deliverables	Deadline
Inception Report	To be delivered no later than February 19 th , 2020
Preliminary Findings Report	To be delivered no later than March 11 th , 2020
Draft Final Evaluation Report	To be delivered no later than March 21 st , 2020
Final version of the Final Evaluation Report	To be delivered no later than March 31 st , 2020

For all deliverables, the external expert is expected to underline factual statements using evidence, and to comment on any deviation.

INCEPTION REPORT

The inception report shall include the following elements:

- Detailed description of the methodology for the evaluation
 - o Data collection methods
 - o Data collection tools
 - o Sampling
 - o Approach to quality control
- Data analysis methods
- Justification for revising the Evaluation Questions (if relevant)
- Detailed workplan
- Analysis of anticipated limitations and mitigation measures

FINAL EVALUATION REPORT

The consultant shall use ACTED's Final Evaluation Report template (to be provided at the beginning of the evaluation), including the following elements:

Executive summary (2 pages max)	Should be tightly drafted, and usable as a free-standing document. It should be short. It should focus on the main analytical points, indicate the main conclusions, lessons learned and specific recommendations. Specific guidance on how to develop the Executive Summary will be provided at the beginning of the evaluation. Note that this section of the template also contains an overview scoring table that should be filled by the consultant in a consistent and sound manner.
Project synopsis (this section should not exceed 1 page in length)	The project synopsis serves as an introduction and provides background information. It therefore includes a short text on the objectives of the project and issues to be addressed by it, a description of the target groups and a summary of its intervention logic, including the indicators at the three levels of the

	<p>intervention logic: overall objective/impact, specific objective/outcome, outputs. The synopsis does not include appreciations and observations on issues related to the project implementation.</p>
<p>Methodology</p> <p><i>(this section should not exceed 1 page in length)</i></p>	<p>The methodology section should detail the tools used in the evaluation; locations, sample sizes, sampling methodology, tools used, dates, team composition, limitations faced and other pertinent facts.</p>
<p>Findings</p> <p><i>(max. 2 pages per DAC criteria)</i></p>	<p>The findings section should present the results of the evaluation in an objective and non-judgmental way that gives an honest portrayal of the project. Included in the findings should be a discussion of how well the project achieved each of the five DAC criteria (relevance, effectiveness, efficiency, impact, and sustainability).</p> <p>The consultant shall highlight the most important findings relating to the performance of the project and elaborate on them in detail while also pointing out any critical issues and/or serious deficiencies. Findings shall be accurate, concise and direct. They must be based on and coherent with their answers to the evaluation questions.</p> <p>The consultant is expected to provide a self-sustaining explanation of their assessment which must be understandable by any person unfamiliar with the project while at the same time providing useful elements of information to the stakeholders. The consultant should avoid the following weaknesses: not evidence based, lack of technical content (e.g. experts provide an analysis which does not take into account the state of the art of knowledge in a given sector or topic).</p> <p>Full source details (including file name, page numbers...) are always to be included.</p>
<p>Conclusions, Lessons Learned, Best Practices, and Recommendations</p> <p><i>(max.3 pages)</i></p>	<p>These should be presented as a separate final chapter. Wherever possible and relevant, for each key conclusion there should be a corresponding recommendation. The consultant shall set out the main conclusions and recommendations based on the answers given to the evaluation questions and which are summarized in the findings section.</p> <p>Recommendations should be as realistic, operational and pragmatic as possible and drafted in a way that the stakeholders to whom they relate are clearly identified. Recommendations are derived from the conclusions and address issues of major importance to the performance of the project. They must take in consideration applicable rules and other constraints, related for example to the context in which the project is implemented. They must not be phrased in general terms but constitute clear proposals for solutions and they target the most important issues rather than minor or less relevant aspects of a project.</p> <p>Through conclusions, lessons learned, best practices and recommendation, the evaluation will generate knowledge and support accountability to beneficiaries, the donor, ACTED and the overall humanitarian community. It will provide information on the processes or activities that ACTED implemented to develop insights, knowledge, and lessons from past experiences so as to improve current and future performance.</p>
<p>Annexes</p>	<ul style="list-style-type: none"> • Terms of Reference of the evaluation • Assessment tools used (questionnaires, checklists, scoring grids, etc.) • List of persons (job titles only, no names)/organizations consulted • List of literature and documentation consulted • Other technical annexes (e.g. statistical analyses and other pertinent elements, graphs, etc.)

This is a project implemented by a consortium of organizations. A single project-wide report shall still be produced, with agency-specific and/or country-specific findings clearly identified.

FEEDBACK ON DELIVERABLES

Please note that both inception and final reports are subject to ACTED's approval before they are considered as final deliverables and corresponding milestones payment can be released.

Upon submission of the draft inception report / draft final evaluation report by the consultant, ACTED will formulate comments as well as indicate any factual errors, within five working days of reception.

Comments will be formulated on the basis of the Inception Report and Final Evaluation Report Quality Control Checklists that will be provided to the consultant at the beginning of the evaluation.

For the draft final evaluation report, consultants are informed that ACTED will provide an opinion on the quality of the evaluation report and each of its components (synopsis, methodology, findings, conclusions and recommendations, and annexes), which should be taken into account by the consultant. For each recommendation, ACTED will also state to what extent (Yes, Partially, No) it agrees with the recommendation and accurately reports the opinion of the consulted stakeholders.

All comments should be considered by the consultant before the two reports are considered completed. The consultant shall take note of these comments and decide whether or not to revise the reports and, where appropriate, succinctly explain why comments cannot be taken into account. The consultant submits a revised version of the report to ACTED, within five days (Inception Report) / five days (Final Evaluation Report) of receipt of ACTED comments. The revised version should clearly highlight all changes made.

Expertise requirements

The consultant/s should have the following background:

- Post- graduate qualifications related to Sociology or Economics studies
- Experience in project Monitoring and Evaluation, and particularly in Livelihood projects with a long term Development lens
- Strong knowledge and/or demonstrated experience in designing and conducting similar monitoring and evaluation activities in insecure contexts is required
- Excellent knowledge of the Lebanese context, especially in terms of security, culture, political and socio economic challenges is required
- Strong analytical skills and ability to clearly synthesize and present findings
- Excellent written and oral English essential
- Good written and oral Arabic

The consultant shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. At the briefing session, the focal point should submit a full contact list of all those involved in the evaluation.

Application process

Leading consultant/s is requested to include the following in the application:

- CV(s) of the personnel deployed (including field team)
- Organogram of the team structure
- Examples from previous work from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan
- Detailed Financial Proposal (cost effective and showing unit costs)

Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes.

By undertaking this assessment, consultants are expected to abide to humanitarian principles and to ensure the confidentiality of the data collected. It is also demanded that consultants follow at all times ACTED's Security Plan and Code of Conduct.

All data collected as part of this evaluation will remain ACTED's property. By the end of the final evaluation, the external evaluator shall submit all ACTED-/project-related documentation back to ACTED management. The Final External Evaluation Report produced under the present contract shall not be shared externally without ACTED's prior written approval.

It is the responsibility of the consultant to budget for a translator (if required), as well as a medical / health / repatriation insurance.

ACTED will not take the responsibility of the transportation, access, accommodation and food-related expenses. It is the sole responsibility of the evaluator to take the appropriate measure to insure access and lodging of the team on the field.

To ensure equal treatment of applicants, ACTED cannot give a prior opinion on the eligibility and selection of bidders. ACTED has no obligation to provide clarifications on the call for tender; should ACTED decide to provide additional information, it will be published to be available to all potential bidders.

Applications' scoring

Applications will be scored on the following criteria:

I. Technical Proposal		70pts
a.	Technical skills of personnel deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally)	35pts
b.	Context specificity /relevance of Methodology and work plan	20pts
c.	Sample from previous work	15pts
II. Financial Proposal		30pts
TOTAL		100pts

Any offer submitted after the deadline will be automatically rejected. Any missing document will lead to the direct disqualification of the applicant.

Offers that do not comply with the overall length and deadline of the assignment (as provided above), do not include field visits and/or do not plan to assess each of the five DAC criteria will be disqualified.

Any error or major discrepancy related to the instructions listed in the Terms of Reference may lead to the rejection of the bid.

Clarifications will only be requested by ACTED to bidders when information provided is not sufficient to



BIDDER'S QUESTIONNAIRE ACTED Lebanon

Date :

Tender N° : T/11CQC/T16/AME//BRT/PRG/21-01-2020/001

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	



photo ID)			
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
Company's staff & insurance			
No. Full Time Employees:		Employee average work wage per hour:	
% of Men to Women:		Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:		What is the legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?		Are paid vacations offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What are their ages?		Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:		Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of the Company			
Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Consulting Company <input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Trader <input type="checkbox"/> Other, please specify : _____	
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods / supplies <input type="checkbox"/> Services <input type="checkbox"/> Equipment	<input type="checkbox"/> Works <input type="checkbox"/> Other, please specify : _____	
Year Established:		Country of registration:	
Licence number:		Valid until:	
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other, please specify : _____	
B. Financial Information			
VAT Number:		Tax Number:	
Bank Name:		Bank Account Number:	
Bank Address:		Account Name:	
Swift/BIC number:		Standard Payment Terms:	
Has the company been audited in the last 3 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of the company's most recent Annual or Audited Financial Report			<input type="checkbox"/> Attached
Annual Value of Total Sales for the last 3 Years:			
Year: USD:		Year: USD:	
Annual Value of Export Sales for the last 3 years			
Year: USD:		Year: USD:	

C. Experience						
Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:						
#	Organisation	Contact person	Phone/E-mail	Goods/Works/Services	Value (USD)	Destination
1						
2						
3						
4						
5						
What is your company's main area of expertise?						
What is your company's business coverage area?		<input type="checkbox"/> National <input type="checkbox"/> Restricted to (specify location) : _____				
To which countries has your company exported and/or managed projects in the last 3 years?						
Provide any other information that demonstrates your company's qualifications and experience (eg. awards)						
List any national or international Trade/Professional Organisations of which your company is a member						
D. Technical Capability						
Type of Quality Assurance Certificate					<input type="checkbox"/> Attached	
Type of Certification/Qualification Documents					<input type="checkbox"/> Attached	
International Offices/Representation						
List below up to 10 of the core Goods and/or Services your company sells:						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)						
1)		6)				
2)		7)				
3)		8)				
4)		9)				
5)		10)				
E. Miscellaneous						
Does your company have an Environmental Policy? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Ethical Trading Policy? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your company have an Anti-terrorist Policy? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)					<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes to the above two questions, please attach copies of your policy:						<input type="checkbox"/> Attached
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?						<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes, please provide details:						
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:						

Has your company ever been guilty of grave professional misconduct proven by other means?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been the subject of a judgement, which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you accept visit of ACTED staff & external auditors to your office?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

Check list of supporting documents		For ACTED use only	
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
6) References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
7) Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
8) Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
9) Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
10) Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	

Company Name: _____



ACTED

T/11CQC/T16/AME//BRT/PRG/21-01-2020/001

Authorized Representative Name: _____

Signature: _____

Stamp:

BIDDER'S ETHICAL DECLARATION - ACTED Lebanon

Date:

Tender N°: T/11CQC/T16/AME//BRT/PRG/21-01-2020/001

Tenderer's name: _____

Tenderer's address: _____

CODE OF CONDUCT:**1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary

measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

D. ACTED procurement rules and regulations

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. seek arbitration in the case of unresolved disputes.



Qualifications to the Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned [_____], agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative _____

Authorized signature _____



BIDDER'S CHECK LIST ACTED Lebanon

Date: _____

Tender N°: T/11CQC/T16/AME//BRT/PRG/21-01-2020/001

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier.					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in USD (compulsory)					
5. The Terms of Reference is attached, filled, signed and stamped by the supplier (compulsory)					
6. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
7. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
8. The Bidding documents are filled in English .					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
10. ANNEXES – A Copy of Company registration documents and license are included					
11. ANNEXES – A copy of the legal representative ID for national consultants & a copy of the passport alongside a copy of their insurance for international consultants					
12. CVs of the relevant consultant (compulsory)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____