

## INTERNATIONAL CALL FOR TENDER – INSTRUCTIONS TO BIDDERS ACTED **LEBANON**

Date: 21-03-2018

Tender N°: [T/11CTM/84D/CONBRT/PRG/21-03-2018/001](#)

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

### PRODUCT SPECIFICATIONS:

- |                              |   |
|------------------------------|---|
| 1. Description:              | <u>Consultancy to improve productivity, production and quality to olive oil cooperatives (Lot 1)</u><br><u>Consultancy for Branding and Marketing (Lot 2)</u><br><u>Consultancy for Legal, management and institutional (Lot 3)</u> |
| 2. Service class / category: | <u>Consultancy services</u>   |
| 3. Quantity/unit;            | <u>The consultancy will last for an estimated twelve (12) months for lot 1</u><br><u>The consultancy will last for an estimated six (6) months for lots 2 and 3.</u>  |
| 4. Location                  | <u>ACTED Beirut Office 8th floor, Eshmoun Bldg, Damascus Road, Sodeco, Ashrafieh, Beirut</u>  |

### RESPONSIBILITIES OF THE CONTRACTOR:

- |                           |   |
|---------------------------|---|
| 1. Terms of delivery:     | <u>Specified in the terms of reference attached, deadline depending on contract signature for the consultancies</u> |
| 2. Date of delivery for:  | <u>12 months for Lot 1 and 6 months for Lots 2 and 3</u>  |
| 3. Validity of the offer: | <u>6 months</u>   |

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 **04/04/2018 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](mailto:lebanon.tender@acted.org) and in cc, [tender@acted.org](mailto: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. Suppliers can bid for one or several lots. If the supplier answers only to one lot, this supplier will be considered as eligible for the tender.
6. 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/11CTM/84D/CONBRT/PRG/21-03-2018/001]- not to opened before 05/04/2018 and the purpose of the offer.
7. The offers must be submitted in **English** and prices must be expressed in **USD**.
8. **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.
9. Unsealed envelope and late offers will not be considered.
10. 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.

**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. A preliminary work plan detailing the specific competencies of the staff working on the project at different stages and the hours/days allocated to each employee for each project.
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/11CTM/84D/CONBRT/PRG/21-03-2018/001

### 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.

**LOT1: Consultancy for the provision of technical assistance to improve productivity, production and coaching to Olive oil and Honey cooperatives**

	<u>Specification</u>	<u>Deliverable</u>	<u>Quantity</u>	<u>Unit Price [USD] VAT excluded</u>	<u>Unit Price [USD] VAT included</u>	<u>Total Price [USD] (VAT excluded)</u>	<u>Total Price [USD] (VAT included)</u>
1	Inception phase and report	Report	1				
2	Training Curriculum and Booklet for beekeeping and olive	Curriculum	2				
3	Training schedule and implementation: Capacity building Theoretical and Practical Training	Per Day	24				
4	Coaching and follow-up –Sub granting scheme	Per day	12				
5	Translation of Proposals from Arabic to English*	Translation	Lump sum				
6	Final report in English	Report	1				

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

**NB:**

- **THE QUANTITIES MENTIONED ABOVE MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE CONSULTANT'S ASSESSMENT AND GAPS NEEDED**
- **\* Number of proposals cannot exceed 53**

**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 (TOR) FOR CONSULTANCY CONTRACT**

### **Consultant(s) to provide technical assistance to improve productivity, production and coaching to Olive oil and Honey cooperatives**

**Employer:** ACTED

**Project Name:** Support to Olive and Bee Keeping Cooperatives in Lebanon as key civil society stakeholders in promoting inclusive and sustainable growth.

#### **JOB DESCRIPTION**

##### **1. ABOUT ACTED**

ACTED is an international NGO that has been registered in Lebanon since 2006. It has an established country office in Beirut as well as a field office in Akkar. More recently, it has been carrying out activities in the South and in Tripoli.

ACTED works closely with local authorities and civil society stakeholders at the community level to implement priority humanitarian interventions such as emergency multi-purpose cash assistance, WASH projects (including disease monitoring and infrastructural and behavioral response), and Shelter interventions incorporating multiple modalities. ACTED is also implementing long-term development projects to rehabilitate infrastructure, improve agricultural production, increase livelihood opportunities and support state and non-state actors to improve service delivery and social stability through collective development planning.

ACTED responds to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement. Moreover, ACTED in Lebanon seeks to support private sector actors to become the key drivers in Lebanon's economic development with the goal of raising the living standards of Lebanese and refugee households, and improving the coping capacity of local communities.

##### **2. PROJECT BACKGROUND**

ACTED has been implementing a 30 month project funded by EuropeAid entitled: "Support to Olive and Beekeeping Cooperatives in Lebanon as key stakeholders in promoting inclusive and sustainable growth". The project covers the following four areas: Akkar in the North and Marjayoun, Tyre and Hasbaya in South. The project aims to enhance the capacity of cooperatives as key stakeholders in promoting inclusive and sustainable growth through networking and multi-stakeholder engagement. ACTED is managing the project with the support of the following partner local NGOs: Akkar Network for Development (A.N.D.) in the North and SHIELD in the south.

The main expected results of the project are:

- **Result 1:** Improved productivity and sustainability of honey and olive production in target districts.
- **Result 2:** Improved capacity of cooperatives as well as Ministry of Agriculture extension offices to advocate, lobby and engage meaningfully with public and private sector actors through the creation of mutually beneficial partnerships.
- **Result 3:** Improved services available from cooperatives for beneficiaries, to increase their access to markets and create value-added goods and services.

In 2017, ACTED conducted assessments of cooperatives in the target areas to understand their internal capacities including governance, finance and external relations. Through this project, ACTED will offer various levels of support including capacity building for improved financial management, legal frameworks,



### **3. DESCRIPTION OF WORK**

This consultancy is integrated under result 2, mentioned above. The aim of this activity is to develop tailored capacity building to improve cooperatives production technique, increase their productivity and leverage their products quality. This consultancy will target 53 cooperatives (Beekeeping and Olive oil) distributed in the 4 geographical areas of the project. The consultant(s) will conduct a detailed analysis taking into consideration the cooperatives capacity assessment already conducted by ACTED, as well as the available results of a separate value chain assessment study. In addition, the consultant(s) is/are expected to provide additional background information on which the support packages are to be based on. ACTED has grouped cooperatives based on the initial capacity assessment, and the consultant(s) is/are expected to identify the specific constraints and obstacles and to develop and provide tailored assistance and coaching to each cooperative or group.

This capacity building service will be complemented through a sub-granting scheme provided by ACTED which will allow cooperatives to improve their productivity, set up or upgrade their processing facilities, receive certification for improved standards and quality.

### **4. OBJECTIVE & EXPECTED DELIVERABLES**

#### **4.1 Objective of the Consultancy**

The Consultant(s), supported by ACTED and its partners will have to:

- Analyze the existing quality standards for production of olive and honey in Lebanon and for export markets.
- Analyze the needs and gaps hindering the development of their production in quantity and quality, this analysis will be based on capacity assessments conducted as well as any additional resources available.
- Develop tailored training modules addressing the efficient technical production, process and improving quality for each group of cooperatives. Quality training should include health and safety standards, improvements to production technologies (production on field and processing techniques), product traceability and other relevant aspects for accessing niche and improved markets.
- Capacity Building /Conduct theoretical and practical hands-on trainings for the cooperatives.
- Provide cooperatives with guidance, follow-up and support during the proposal writing and implementation phases for the sub-granting scheme. (such as support cooperatives in the development and implementation of branding and marketing strategies and action plans)
- Provide an English translated version of the proposals submitted by the cooperatives,
- Provide links with the private sector and networking opportunities with potential stakeholders and partners.
- Identify suitable events and fairs for the cooperatives to participate in.
- Identify best practices and lessons learnt from the cooperatives targeted.

#### **4.2 Deliverables and Methodology**

The consultant(s) shall deliver the following under the agreed time frame:

##### **1. Inception phase and report:**

Provide a clear assessment of the current production technical situation of selected agricultural cooperatives in Lebanon, identifying obstacles and challenges and as well as opportunities for growth and development. The inception report must also assess the regulatory framework for cooperatives in Lebanon, with a specific focus on regulations affecting olive and honey producers and cooperatives. In preparing in the report, the

consultant(s) is expected to analyze the results of the COOPs assessment and value chain studies conducted by ACTED, as well as carry out an additional literature review and conduct interviews with key stakeholders, including board members of the target cooperatives.

## **2. Training Curriculum**

Both curricula (Beekeeping and olive) will outline the main topics to be covered by the training based on identified needs and gaps. The outline should cover the gaps related to technical production from field technique based, to processing in order to improve the quality of the products. The consultant is expected to develop an action plan with clear and detailed description of all the support activities to be implemented. This plan is to be shared with ACTED for approval.

## **3. Training Booklet**

This will detail modules, sessions and outcomes for each of the identified subject. The consultant(s) shall develop a document/booklet in Arabic and English combining all the technical training modules to be conducted and a thematic roadmap for each cooperative grouping based on the needs identified at the start of the project.

## **4. Training Schedule**

A comprehensive training schedule based on the needs of the grouped cooperatives specified above, that takes into consideration the different geographical areas covered by the project.

In total the training will target the olive and beekeeping sectors, therefore it is expected to have 4 groups of cooperatives (1 group per targeted area) and 3 days of trainings for each group and sector, in total 24 days of trainings.

## **5. Application : Capacity building Theoretical and Practical Training**

The consultant(s) is/are responsible of conducting the technical capacity building on improving production efficiency and upgrading the added value/ quality of the products. The trainings and workshops will be conducted with practical applications (where relevant and feasible) on technical aspects. [The location of the training session will be finalized at a later stage of the project. The number of training sessions needed, will be discussed prior to contract finalization since it will depend on the actual number of Cooperative groups.]

## **6. Coaching and follow-up –Sub granting scheme**

The consultant(s) is/ are responsible for providing close follow-up and coaching to the targeted cooperatives during the proposal writing phase to be submitted for the sub-granting component.

The consultant(s) will provide the selected cooperatives with at least one session of technical mentoring and close follow-up during the implementation phase of the sub-granting scheme.

## **7. Support ACTED staff in proposal reviewing and translation from Arabic to English**

The consultant(s) with ACTED staff will review the proposals submitted through a series of meetings. In addition the consultant(s) will ensure that the cooperatives will submit an English translated version of the proposals to ACTED for evaluation and selection. **Note that this activity is subject to change depending on price estimation and cost availability.**

## **8. Progress reports**



For the duration of the contract, the consultant(s) will be required to submit to ACTED at regular intervals progress reports on the organization and execution of the activities.

## **9. Final report**

The final report will include an action plan, recommendations and future long term goals for each grouping of cooperatives. This report should incorporate the inception report and include additional best practices/lessons learnt identified during the implementation of the trainings.

The consultant(s) shall be solely responsible for the quality and integrity of its services including the deliverable outputs outlined in this Terms of Reference. The consultant(s) shall coordinate all work assignments with ACTED and conduct discussions and consultations with the key actors and relevant stakeholders.

## **5. DURATION OF THE CONSULTANCY**

The duration of the consultancy is for 12 months. The Consultant(s) will report directly to ACTED's Agriculture Project Manager, and will be working closely with the project staff. The consultant(s) shall commence the consulting service upon the effective date of the contract notice to proceed, and the deadline to submit the specified works throughout the project.

## **6. REQUIRED EXPERTISE**

The consultant(s) or consulting firm is expected to have the following skills:

- University degree or equivalent in agriculture, food process and quality with proven experience with agricultural enterprises and cooperatives.
- Proven experience in designing, leading and implementing similar work. Must have an agricultural technical background and to be able to design the methodology for the analysis, develop training modules and complete the deliverables with minimal guidance and be able to collaborate with program staff to ensure that the program's needs are met.
- Excellent writing skills and ability to produce professional, well-written reports in English.
- Demonstrated knowledge of the latest developments in advancing good/best practices in value chain development for vulnerable populations is required.
- Knowledge of the agricultural sector in Lebanon.
- Demonstrated experience working with agricultural cooperatives preferred.
- Previous experience with honey and olive value chains strongly preferred.
- Previous experience conducting trainings preferred
- Demonstrated knowledge of the latest developments in advancing good/best practices in honey and olive oil sectors preferred.
- Willingness to innovate and to think systemically
- Fluency in Arabic and English required

## **7. APPLICATION PROCESS**

All candidates are required to submit:

- An up-to-date CV
- A sample of similar work conducted
- A proposal including a draft methodology and detailed timeline
- A detailed budget

Interested applicants may request further program details, as well as inquire into the terms and conditions of this Call by sending an email to: [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org)

**8. CONFIDENTIALITY STATEMENT**

All data and information received from ACTED and any other stakeholder for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed of to any third parties without the expressed advance written authorization of the ACTED.

**9. SCORING CRITERIA**

Past Experience:	30 %
Financial offer	20 %
Competency	20 %
Relevance of the proposal.	30 %
TOTAL	100%

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*\*END OF LOT 1\*\*\*\*\***

**LOT2: Consultancy for the provision of capacity building on branding and marketing strategies to Olive oil and Honey cooperatives**

	<b><u>Specification</u></b>	<b><u>Deliverable</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Price [USD] VAT excluded</u></b>	<b><u>Unit Price [USD] VAT included</u></b>	<b><u>Total Price [USD] (VAT excluded)</u></b>	<b><u>Total Price [USD] (VAT included)</u></b>
1	Inception phase and report	Report	1				
2	Training Curriculum and Booklet	Curriculum	1				
3	Training schedule and implementation: Capacity building Theoretical and Practical Training	Per Day	8				
4	Final report in English	Report	1				

**ANNEX 2-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 2 BELOW PRIOR TO PRICING FOR SCHEDULE**

**NB:**

- **THE QUANTITIES MENTIONED ABOVE MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE CONSULTANT'S ASSESSMENT AND GAPS NEEDED**

**BIDDER'S TERMS AND CONDITIONS:**

- Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
- Terms of delivery: \_\_\_\_\_

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

## **TERMS OF REFERENCE (TOR) FOR CONSULTANCY CONTRACT**

### **Consultant(s) to provide capacity building on branding and marketing strategies to Olive oil and Honey cooperatives**

**Employer:** ACTED

**Project Name:** Support to Olive and Bee Keeping Cooperatives in Lebanon as key civil society stakeholders in promoting inclusive and sustainable growth.

#### **JOB DESCRIPTION**

##### **1. ABOUT ACTED**

ACTED is an international NGO that has been registered in Lebanon since 2006. It has an established country office in Beirut as well as a field office in Akkar. More recently, it has been carrying out activities in the South and in Tripoli.

ACTED works closely with local authorities and civil society stakeholders at the community level to implement priority humanitarian interventions such as emergency multi-purpose cash assistance, WASH projects (including disease monitoring and infrastructural and behavioral response), and Shelter interventions incorporating multiple modalities. ACTED is also implementing long-term development projects to rehabilitate infrastructure, improve agricultural production, increase livelihood opportunities and support state and non-state actors to improve service delivery and social stability through collective development planning. ACTED responds to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement. Moreover, ACTED in Lebanon seeks to support private sector actors to become the key drivers in Lebanon's economic development with the goal of raising the living standards of Lebanese and refugee households, and improving the coping capacity of local communities.

##### **2. PROJECT BACKGROUND**

ACTED has been implementing a 30 month project funded by EuropeAid entitled: "Support to Olive and Beekeeping Cooperatives in Lebanon as key stakeholders in promoting inclusive and sustainable growth". The project covers the following four areas: Akkar in the North and Marjayoun, Tyre and Hasbaya in South. The project aims to enhance the capacity of cooperatives as key stakeholders in promoting inclusive and sustainable growth through networking and multi-stakeholder engagement. ACTED is managing the project with the support of the following partner local NGOs: Akkar Network for Development (A.N.D.) in the North and SHIELD in the south.

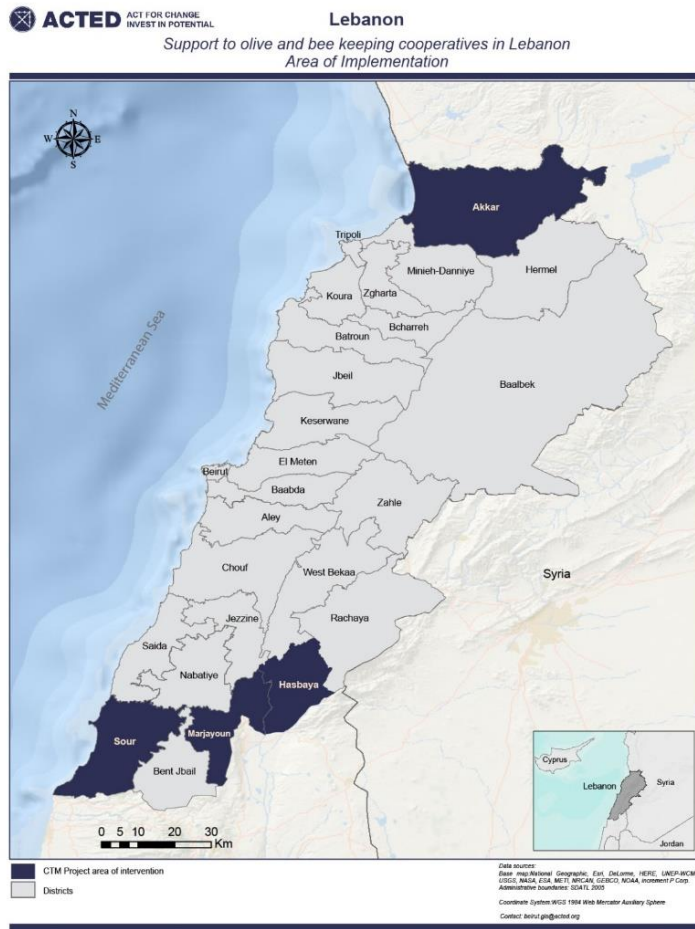
The main expected results of the project are:

- **Result 1:** Improved productivity and sustainability of honey and olive production in target districts.
- **Result 2:** Improved capacity of cooperatives as well as Ministry of Agriculture extension offices to advocate, lobby and engage meaningfully with public and private sector actors through the creation of mutually beneficial partnerships.
- **Result 3:** Improved services available from cooperatives for beneficiaries, to increase their access to markets and create value-added goods and services.

In 2017, ACTED conducted assessments of cooperatives in the target areas to understand their internal capacities including governance, finance and external relations. Through this project, ACTED will offer various levels of support including capacity building for improved financial management, legal frameworks,

cooperative management, advocacy and outreach (under result 2). In addition, support will be provided to cooperatives to improve processing and marketing (under result 3) to improve their sustainability.

To this effect, ACTED is seeking a technical consultant(s) to provide specialized support to agricultural cooperatives targeted under this project (under result 2).



Map indicating the location of the project intervention

### **3. DESCRIPTION OF WORK**

Three interrelated aspects are targeted in this project in order to leverage cooperatives performance, these components relate to (1) improving productivity as well as branding and marketing for better cooperative positioning in the food supply chain, enhancement of (2) Internal governance (legal and management) and (3) institutional environment and policy measures (Advocacy).

This consultancy is integrated under result 3, mentioned above with the aim of developing tailored capacity building packages on products branding techniques and marketing strategies for 53 targeted cooperatives (Beekeeping and Olive oil) in the 4 geographical areas of the project. The consultant(s) will conduct a brief analysis taking into consideration the cooperatives capacity assessment already conducted by ACTED, as well as the available results of a separate value chain assessment study. In addition, the consultant(s) is/are expected to liaise with technical consultant to provide additional background information on which the support packages are to be based on. ACTED has grouped cooperatives based on the initial capacity assessment, and the consultant(s) is/are expected to identify the specific constraints and obstacles and to develop and provide tailored assistance to each cooperative or group.

This capacity building service will be complemented through a sub-granting scheme provided by ACTED which will allow in general cooperatives to improve their productivity, set up or upgrade their processing facilities, receive certification for improved standards and/or develop comprehensive marketing and branding strategies in addition to improve cooperatives legal and management, set up and empower cooperatives as civil society actors.

### **4. OBJECTIVE & EXPECTED DELIVERABLES**

#### **4.1 Objective of the Consultancy**

The Consultant(s), supported by ACTED and its partners will have to:

- Assess the current situation (needs and gaps) of selected cooperatives in terms of branding and marketing strategies, based on capacity assessments already conducted as well as any additional resources available. In addition and if needed, the consultant is expected to conduct interviews with cooperatives members and key stakeholders to fully understand their needs in this domain.
- Analyze current market needs for honey and olive products to develop needs-based training workshops for cooperatives to improve their access to markets
- Develop tailored training modules addressing the cooperatives needs in development of product branding and marketing tools for participants to analyze different market actors, competitors and their own capacities /strength and weaknesses. At the end the participants should be able to develop and apply marketing planning activities.
- Mentor the cooperatives during the workshop and after the workshop to develop branding and marketing strategies.
- Capacity Building /Conduct theoretical and practical trainings for the cooperatives.
- Provide links with the private sector and networking opportunities with potential stakeholders and partners.
- Identify best practices and lessons learnt from the cooperatives targeted.

#### **4.3 Deliverables and Methodology**

The consultant(s) shall deliver the following under the agreed time frame:

##### **1. Inception phase and report:**

Provide a clear assessment of the current situation of agricultural cooperatives in Lebanon, identifying obstacles and challenges related to branding and marketing and as well as opportunities for growth and development and better competitiveness and positioning in the overall food supply chain.

In the report preparation phase, the consultant(s) is expected to analyze the results of the COOPs assessment and value chain studies conducted by ACTED, as well as carry out an additional literature review and conduct interviews/ if needed with key stakeholders, including board members and members of the target cooperatives.

All the findings and methodology to be adopted should be presented in an inception report presented to ACTED for approval.

## **2. Training Curriculum**

This curriculum will outline the main topics to be covered by the training based on identified needs. The outline should cover the gaps related to lack of knowledge and know how in marketing and branding. In other words, the training should cover product branding and development, also marketing concept, market analysis and environment (local, national, international markets) collecting useful information for development of business planning.

The consultant is expected to develop an action plan with clear and detailed description of all the support activities to be implemented. This plan is to be shared with ACTED for approval.

## **3. Training Booklet**

This will detail modules, sessions and outcomes for each of the identified subjects. The consultant(s) shall develop a booklet in Arabic and English combining all the technical training modules to be conducted and a thematic roadmap for each cooperative grouping based on the needs identified at the start of the project.

## **4. Training Schedule**

A comprehensive training schedule based on the needs of the grouped cooperatives specified above, that takes into consideration the different geographical areas covered by the project. In total it is expected to have 4 groups of cooperatives (1 group per targeted area) and 2 days of trainings for each group.

## **5. Application : Capacity building Theoretical and Practical Training**

The consultant(s) is responsible to conduct the theoretical trainings for the cooperatives in the North and in the South. The trainings and workshops will be conducted with practical applications (where relevant and feasible) on technical aspects.

It is recommended that these sessions involve the participation of relevant private sector stakeholders for cooperatives to identify concrete steps towards improving the access to markets and enabling cooperatives members to take better business decisions. [The location of the training session will be finalized at a later stage of the project. The number of training sessions needed, will be discussed prior to contract finalization since it will depend on the actual number of Cooperative groups.]

## **6. Mentor Target Cooperatives**

Provide mentorships during and after the training for target cooperatives to develop branding and marketing strategies in line with their capacities and market needs.

## **7. Progress reports**

For the duration of the contract, the consultant(s) will be required to submit to ACTED at regular intervals progress reports on the organization and execution of the activities.

## **8. Final report**

The final report will include an action plan, recommendations and future long term goals for each grouping of cooperatives. This report should incorporate the inception report and include additional best practices/lessons learnt identified during the implementation of the trainings.

The consultant(s) shall be solely responsible for the quality and integrity of its services including the deliverable outputs outlined in this Terms of Reference. The consultant(s) shall coordinate all work assignments with ACTED and conduct discussions and consultations with the key actors and relevant stakeholders.

#### **5. DURATION OF THE CONSULTANCY**

The duration of the consultancy is for 6 months. The Consultant(s) will report directly to ACTED's Agriculture Project Manager, and will be working closely with the project staff. The consultant(s) shall commence the consulting service upon the effective date of the contract notice to proceed, and the deadline to submit the specified works throughout the project.

#### **6. REQUIRED EXPERTISE**

The consultant(s) or consulting firm is expected to have the following skills:

- University degree or equivalent in marketing, marketing management, marketing & sales, business studies with proven experience with agricultural enterprises and cooperatives.
- Proven experience in designing, leading and implementing similar work. Must be able to design the methodology for the analysis, develop training modules and complete the deliverables with minimal guidance and be able to collaborate with program staff to ensure that the program's needs are met.
- Knowledge of the agricultural sector in Lebanon.
- Demonstrated experience in supporting brands, particularly in the agro-food sector through labeling, developing marketing campaigns etc
- Excellent writing skills and ability to produce professional, well-written reports in English.
- Previous experience conducting trainings preferred
- Willingness to innovate and to think systemically
- Fluency in Arabic and English required

#### **7. APPLICATION PROCESS**

All candidates are required to submit:

- Up-to-date CV(s)
- List of consultancies conducted in the past including:
  - Client name
  - Brief description of services performed Client phone number and email
  - Number of days worked
  - A sample of similar trainings conducted if any
  - A proposal including a draft methodology and detailed timeline
  - A detailed budget

Interested applicants may request further program details, as well as inquire into the terms and conditions of this Call by sending an email to: [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org)

#### **8. CONFIDENTIALITY STATEMENT**

All data and information received from ACTED and any other stakeholder for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the ACTED.



**9. SCORING CRITERIA**

Past Experience:	30 %
Financial offer	20 %
Competency	20 %
Relevance of the proposal.	30 %
TOTAL	100%

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*\*END OF LOT 2\*\*\*\*\***

**LOT3: Consultancy for the provision of capacity building on cooperative internal governance, legal and management aspect and institutional environment**

	<u>Specification</u>	<u>Deliverable</u>	<u>Quantity</u>	<u>Unit Price [USD] VAT excluded</u>	<u>Unit Price [USD] VAT included</u>	<u>Total Price [USD] (VAT excluded)</u>	<u>Total Price [USD] (VAT included)</u>
1	Inception phase and report	Report	1				
2	Training Curriculum and Booklet	Curriculum	1				
3	Training schedule and implementation: Capacity building Theoretical and Practical Training	Per Day	8				
4	Final report in English	Report	1				

**ANNEX 3-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 3 BELOW PRIOR TO PRICING FOR SCHEDULE**

**NB:**

- **THE QUANTITIES MENTIONED ABOVE MIGHT BE SUBJECT TO CHANGE ACCORDING TO THE CONSULTANT'S ASSESSMENT AND GAPS NEEDED**

**BIDDER'S TERMS AND CONDITIONS:**

5. Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)

6. Terms of delivery: \_\_\_\_\_

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

## **TERMS OF REFERENCE (TOR) FOR CONSULTANCY CONTRACT**

### **Consultant(s) to provide capacity building on cooperative internal governance, legal and management aspect and institutional environment.**

**Employer:** ACTED

**Project Name:** Support to Olive and Bee Keeping Cooperatives in Lebanon as key civil society stakeholders in promoting inclusive and sustainable growth.

#### **JOB DESCRIPTION**

##### **1. ABOUT ACTED**

ACTED is an international NGO that has been registered in Lebanon since 2006. It has an established country office in Beirut as well as a field office in Akkar. More recently, it has been carrying out activities in the South and in Tripoli.

ACTED works closely with local authorities and civil society stakeholders at the community level to implement priority humanitarian interventions such as emergency multi-purpose cash assistance, WASH projects (including disease monitoring and infrastructural and behavioral response), and Shelter interventions incorporating multiple modalities. ACTED is also implementing long-term development projects to rehabilitate infrastructure, improve agricultural production, increase livelihood opportunities and support state and non-state actors to improve service delivery and social stability through collective development planning. ACTED responds to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement. Moreover, ACTED in Lebanon seeks to support private sector actors to become the key drivers in Lebanon's economic development with the goal of raising the living standards of Lebanese and refugee households, and improving the coping capacity of local communities.

##### **2. PROJECT BACKGROUND**

ACTED has been implementing a 30 month project funded by EuropeAid entitled: "Support to Olive and Beekeeping Cooperatives in Lebanon as key stakeholders in promoting inclusive and sustainable growth". The project covers the following four areas: Akkar in the North and Marjayoun, Tyre and Hasbaya in South. The project aims to enhance the capacity of cooperatives as key stakeholders in promoting inclusive and sustainable growth through networking and multi-stakeholder engagement. ACTED is managing the project with the support of the following partner local NGOs: Akkar Network for Development (A.N.D.) in the North and SHIELD in the south.

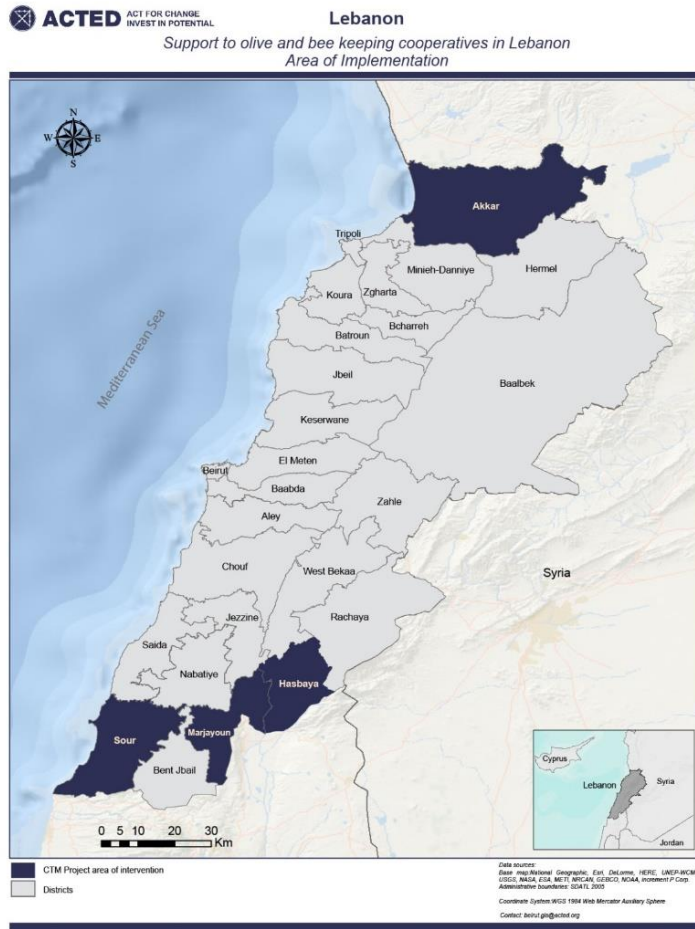
The main expected results of the project are:

- **Result 1:** Improved productivity and sustainability of honey and olive production in target districts.
- **Result 2:** Improved capacity of cooperatives as well as Ministry of Agriculture extension offices to advocate, lobby and engage meaningfully with public and private sector actors through the creation of mutually beneficial partnerships.
- **Result 3:** Improved services available from cooperatives for beneficiaries, to increase their access to markets and create value-added goods and services.

In 2017, ACTED conducted assessments of cooperatives in the target areas to understand their internal capacities including governance, finance and external relations. Through this project, ACTED will offer

various levels of support including capacity building for improved financial management, legal frameworks, cooperative management, advocacy and outreach (under result 2). In addition, support will be provided to cooperatives to improve processing and marketing (under result 3) to improve their sustainability.

To this effect, ACTED is seeking a technical consultant(s) to provide specialized support to agricultural cooperatives targeted under this project (under result 2).



Map indicating the location of the project intervention.

### **3. DESCRIPTION OF WORK**

Three interrelated aspects are targeted in this project in order to leverage the overall cooperative's performance, these components relate to (1) improving productivity as well as branding and marketing for better positioning of cooperatives in the food supply chain, enhancement of (2) internal governance and (3) institutional environment.

This consultancy is integrated under result 2, mentioned above. The main objective is to improve cooperative's internal governance, legal, managerial and institutional aspects through a set of trainings combined with practical applications.

Internal governance refers to the organizational structure of the cooperatives, the process of decision-making, role of board members and right of adherent members, the legal framework / structure of the cooperative and professional management. On the other hand, the institutional component refers to the position of the cooperatives in the social, legal and political context that enables the cooperatives to lobby and advocate for their rights.

The consultant(s) will develop tailored capacity building packages for 53 targeted cooperatives (Beekeeping and Olive oil) in the 4 geographical areas of the project.

The consultant(s) will analyze the cooperatives capacity assessment already conducted by ACTED, in addition, the consultant(s) is/are expected to liaise with the project technical consultant(s) to provide additional background information on which the support packages are to be based on. ACTED has grouped cooperatives based on the initial capacity assessment, and the consultant(s) is/are expected to identify the specific constraints and obstacles and to develop and provide tailored assistance to each cooperative or group.

This capacity building service will be complemented through a sub-granting scheme provided by ACTED which will allow cooperatives to improve their productivity, set up or upgrade their processing facilities, receive certification for improved standards and/or develop comprehensive marketing and branding strategies in addition to improve cooperatives legal and management set up and empower cooperatives as civil society actors.

In addition, ACTED will support the cooperative to build stronger networks for collective advocacy through establishing Communities of Practice (CoP). The consultant will be required to support in conducting workshops on key thematic issues as relevant.

### **4. OBJECTIVE & EXPECTED DELIVERABLES**

#### **4.1 Objective of the Consultancy**

The Consultant(s), supported by ACTED and its partners will have to:

- Assess the current situation of cooperatives in Lebanon in terms of historical development, existing obstacles and challenges.
- Assess the current situation of selected cooperatives in terms of internal governance (Legal and managerial) and capacity of their institutional positioning.
- Analyze the gaps and needs hindering the development of the target cooperatives and the limiting the collaboration of cooperatives together to lobby and advocate for their common needs. This analysis will be based on the capacity assessments conducted by ACTED as well as the consultant(s) is expected to conduct interviews with cooperatives members and key stakeholders to fully capture the gaps. The interviews will enable the consultant(s) to customize the capacity building component to meet the project main objectives.
- Analyze the existing laws and regulations regarding cooperatives in Lebanon, specifically those impacting the olive and honey sectors.
- Develop tailored training modules addressing Managerial/ legal challenges faced by cooperatives and providing quality information to strengthen and reinforce the cooperatives to face the local authorities.
- Application: Capacity Building /Conduct theoretical and practical trainings for the cooperatives and development of a summary paper grouping all the recommendations of the cooperatives in that matter.
- Identify best practices and lessons learnt from the cooperatives targeted.

- Provide a final report that will include a summary policy paper as well as observations and recommendations from the cooperatives to be presented to the local authorities. In addition to a customized road map for cooperatives to move forward.
- Support in organizing workshops on key thematic issues as relevant.

#### **4.2 Deliverables and Methodology**

The consultant(s) shall deliver the following under the agreed time frame:

##### **1. Inception phase and report:**

Provide a clear assessment of the current situation of agricultural cooperatives in Lebanon, identifying internal obstacles and challenges as well as opportunities for growth and development. The report should outline the methodology to be adopted in the upcoming phases and an outline of the topics that will be tackled during the trainings.

The inception report must also assess the regulatory framework for cooperatives in Lebanon, with a specific focus on legal regulations affecting olive and honey producers and cooperatives. In preparing in the report, the consultant(s) is expected to analyze the results of the COOPs assessment and value chain studies conducted by ACTED, as well as carry out an additional literature review and conduct interviews with key stakeholders, including board members of the targeted cooperatives.

##### **2. Training Curriculum**

This curriculum will outline the main topics to be covered by the training based on identified needs and gaps. The outline should cover the needs related to cooperatives internal governance with a main focus on the legal and management aspects and institutional set up in line with existing and draft laws/policies in Lebanon. The consultant is expected to develop an action plan with clear and detailed description of all the support activities to be implemented. This plan is to be shared with ACTED for approval.

##### **3. Training Booklet**

This will detail modules, sessions and outcomes for each of the identified subject. The consultant(s) shall develop a booklet in Arabic and English combining all the technical training modules to be conducted and a thematic roadmap for each cooperative grouping based on the needs identified at the start of the project.

##### **4. Training Schedule**

A comprehensive training schedule based on the needs of the grouped cooperatives specified above, that takes into consideration the different geographical areas covered by the project.

In total it is expected to have 4 groups of cooperatives (1 group per targeted area) and 2 days of trainings for each group.

##### **5. Capacity building Theoretical and Practical Training**

The consultant(s) is responsible of conducting the trainings for the cooperatives in the North and in the South. The trainings and workshops must be interactive with practical applications (where relevant and feasible). All along the training the consultant(s) will prepare a policy paper summarizing all the observations, analysis on challenges faced by cooperatives and their recommendations for a better positioning as civil society actors. This document will be included in the final report and presented to the relevant local authorities.

[The location of the training session will be finalized at a later stage of the project. The number of training sessions needed, will be discussed prior to contract finalization since it will depend on the actual number of Cooperative groups.]

## **6. Communities of Practice Workshops**

ACTED will lead in organizing various thematic workshops relevant for the CoPs. The consultant is expected to provide support through identifying key stakeholders for participation in the workshops, providing advice on key thematic issues to be covered during the workshops etc.

## **7. Progress reports**

For the duration of the contract, the consultant(s) will be required to submit to ACTED at regular intervals progress reports on the organization and execution of the activities

## **8. Final report**

The final report will include the summary paper for local authorities, action plan, recommendations and future long term goals for each grouping of cooperatives. This report should incorporate the inception report and include additional best practices/lessons learnt identified during the implementation of the trainings. The consultant(s) shall be solely responsible for the quality and integrity of its services including the deliverable outputs outlined in this Terms of Reference. The consultant(s) shall coordinate all work assignments with ACTED and conduct discussions and consultations with the key actors and relevant stakeholders.

## **5. DURATION OF THE CONSULTANCY**

The duration of the consultancy is for 6 months. The Consultant(s) will report directly to ACTED's Agriculture Project Manager, and will be working closely with the project staff. The consultant(s) shall commence the consulting service upon the effective date of the contract notice to proceed, and the deadline to submit the specified works throughout the project.

## **6. REQUIRED EXPERTISE**

The consultant(s) or consulting firm is expected to have the following skills:

- Proven experience in designing, leading and implementing similar work. Must be able to design the methodology for the analysis, develop training modules and complete the deliverables with minimal guidance and be able to collaborate with program staff to ensure that the program's needs are met.
- Demonstrated knowledge of the latest updates in the cooperatives internal governance, legal framework and regulatory law.
- Excellent writing skills and ability to produce professional, well-written reports in English.
- Knowledge of the agricultural sector in Lebanon.
- Demonstrated experience working with agricultural cooperatives.
- Previous experience with honey and olive value chains strongly preferred.
- Previous experience conducting trainings preferred
- Demonstrated knowledge of the latest developments in advancing good/best practices in honey and olive oil sectors preferred.
- Willingness to innovate and to think systemically
- Fluency in Arabic and English required

## **7. APPLICATION PROCESS**

All candidates are required to submit:

- An up-to-date CV
- A sample of similar studies conducted
- A proposal including a draft methodology and detailed timeline
- A detailed budget



Interested applicants may request further program details, as well as inquire into the terms and conditions of this Call by sending an email to: [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org)

**8. CONFIDENTIALITY STATEMENT**

All data and information received from ACTED and any other stakeholder for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed of to any third parties without the expressed advance written authorization of the ACTED.

**9. SCORING CRITERIA**

Past Experience:	30 %
Financial offer	20 %
Competency	20 %
Relevance of the proposal.	30 %
<b>TOTAL</b>	<b>100%</b>

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*\*END OF LOT 3\*\*\*\*\***





## BIDDER'S QUESTIONNAIRE ACTED Lebanon

Date:

Tender N° : T/11CTM/84D/CONBRT/PRG/21-03-2018/001

**A. Company Name:**

<p><b>B. Company Owner(s) / Partners full names:</b></p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p>	<p><b>C. Company Legal Authorized Representative for this Tender:</b></p> <p>Complete Name: _____</p> <p>Position in the Company: _____</p> <p>Signature: _____</p>
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**D. Additional Information about the Company:**

1 Official Date of Registration: \_\_\_\_\_

2 Company Type / Profession as per Registration: \_\_\_\_\_

3 Full Name of the Three Company Representatives:

Name	Position	Location	Mobile Number

4 Total number of full time employees: \_\_\_\_\_

5 Company Telephone Number: \_\_\_\_\_

6 Company Fax Number: \_\_\_\_\_

7 Email Address: \_\_\_\_\_

8 Have you worked with NGOs before? If Yes, please list them with detailed information:

- 
- 
- 

9 Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide separate list):

- 
- 
-



10 Bank Accounts: (Please mention yes or no only)	In Lebanon	In Europe	Other

**E. Past Performances:**

**1 Contract Award History**  
Please list the last supply contracts awarded by your company since 2009 up to now

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)
1					
2					
3					
4					
5					

**2 Company Assets as of January 1<sup>st</sup> 2015:**  
Please list your Company main assets (machine, equipment, premises & warehouses, trucks & heavy machines, production center, etc)

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

I undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name \_\_\_\_\_

Position: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**BIDDER'S ETHICAL DECLARATION - ACTED Lebanon**

Date:

Tender N°: T/11CTM/84D/CONBRT/PRG/21-03-2018/001

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.



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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/11CTM/84D/CONBRT/PRG/21-03-2018/001*

**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. <b>(compulsory)</b>					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
4. The prices in the Offer Form are in <b>USD (compulsory)</b>					
5. The Terms of Reference is attached, filled, signed and stamped by the supplier <b>(compulsory)</b>					
6. PART 3 (form PRO-06-01)– Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
7. PART 4 – (form PRO-06-02)– Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. <b>(compulsory)</b>					
8. The Bidding documents are filled in <b>English</b> .					
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					

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_