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**Tender Reference:** Business Expert (TND-LOG-2023-2107-LY-S)

**Contracting Authority:** arcenciel, Jisr El Bacha, John Kennedy Street

**Tenderer / Bidder:** Person, Firm or Company/Co-operative / Consortium submitting a tender/ bid against this “Instruction and Conditions for Invitation to Tender”

### 1. Services to be provided

- 1.1 The subject of the tender is to contract a business consultant that will be responsible of helping the beneficiaries in their overall business management, to better calculate their expenses and their profits, to adopt an efficient pricing strategy and market projections and commercialization of products.
- 1.2 The services must comply fully with the technical specifications set out in the tender dossier and conform in all respects with the specifications mentioned in the Terms of Reference (Annex 02)

### 2. Time Table

	<b>Date</b>	<b>Time</b>
<b>Deadline for sending the submission form</b>	<b>02-MAR-2023</b>	<b>15:00</b>
<b>Deadline for requesting clarifications from the Contracting Authority</b>	<b>03-MAR2023</b>	<b>15:00</b>
<b>Last date on which clarifications are issued by the Contracting Authority</b>	<b>06-MAR-2023</b>	<b>15:00</b>
<b>Deadline for submission of tenders</b>	<b>09-MAR-2023</b>	<b>15:00</b>
<b>Tenders opening session*</b>	<b>13-MAR-2023</b>	
<b>Notification of award to the successful tenderer *</b>	<b>27-MAR-2023</b>	
<b>Signature of the contract *</b>	<b>29-MAR-2023</b>	
<b>Start of service</b>	<b>29-MAR-2023</b>	
<b>End of service</b>	<b>31-OCT-2023</b>	

*All times are in the time zone of the country of the Contracting Authority provisional date*

*\*Dates may be subject to change*

### 3. Eligibility for Participation

Local tenderers shall be a Person, Firm or Company/Co-operative / Consortium

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#### 4. Type of Contract

- Fixed-price contract

#### 5. Currency

Tenders must be presented in USD

#### 6. Period of Validity

- 6.1 Tenderers shall be bound by their tenders for a period of **60 days** from the deadline for the submission of tenders.
- 6.2 In exceptional circumstances and prior to the expiry of the original tender validity period, the contracting authority may ask tenderers in writing for an extension of this period of **30 days**
- 6.3 Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.
- 6.4 The successful tenderer will be bound by his tender for a further period of **240 days** following receipt of the notification that he has been selected.

#### 7. Language of Tenders

The tenders, all correspondence, and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English.

#### 8. Submission of Tender Dossier

The Contracting Authority must receive the tenders before the deadline specified in the letter of invitation to tender. They must include all the documents specified in point 9 of these Instructions and be hand-delivered to the following address: arcenciel, Jisr El Bacha, John Kennedy Street, 1<sup>st</sup> floor.

##### 8.1 Hand-delivered Tender Dossier

Tenders must comply with the following conditions:

- a. All tenders must be submitted in one original, marked ‘original’
- b. All tenders must be received at arcenciel, Jisr El Bacha, John Kennedy Street before the deadline: **09-MAR-2023 at 15:00**, by registered letter with acknowledgment of hand-delivered against receipt signed by procurement officer or its representative.
- c. All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
  - the above address;
  - the reference code of this tender procedure (**TND-LOG-2023-2107-LY-S**)
  - the words ‘Not to be opened before the tender opening session’ in the language of the tender dossier.
  - the name of the tenderer.
- d. The main sealed envelope must contain 3 separate envelopes:

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- First Envelopes inclosing the Administrative and Identification documents as required
- Second Envelopes inclosing the Technical Specifications and documents as required
- Third Envelopes inclosing the financial offer

## 9. Content of Tenders

Failure to fulfill the below requirements will constitute an irregularity and may result in the rejection of the tender. All tenders submitted must comply with the requirements in the tender dossier and comprise: one sealed envelope containing 3 sealed envelopes as follows:

*N.B. Tenderers are requested to follow this order of presentation.*

### **First Envelope: Administrative and Identification Documents**

All required documents for the administrative compliance

1. Annex 05 Commitment letter: Please fill the document with the required information, sign and stamp.
2. Annex 06 Financial Identification Form: Please fill in your information, sign and stamp.
3. The personal identity of the consultant
4. Company or Individual official registration certificate obtained from the relevant national government authority or from the local or international Chamber of Commerce and/or Chamber of Industry (شهادة تسجيل شركة او مهنة)
5. Duly authorized signature (for companies): an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorized to do so (إذاعة تجارية)

### **Second Envelope: Technical offer**

1. Technical Proposal for Market Survey, including work plan, proposal date, number of personnel and methodology
2. List consisting Names of Personnel for this Market Survey with resume of each personnel (indicating qualifications, certifications and work experiences)
3. Company's Profile Form or freelancer profile form
4. Past Experience / Survey / Study – similar work with References / Recommendations
5. Letters from customers (at least three) and a sample of past survey
6. Company's Personnel list and Personnel Structure / Organization Chart, if applicable
7. Property and Facility and company's financial report, if applicable

### **Third Envelope: Financial offer**

1. Financial offer according to the TOR.

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#### 10. Additional information before the deadline for submission of tenders

The tender dossier should be so clear that tenderers do not need to request additional information during the procedure. If the Contracting Authority, on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender dossier, it must send such information in writing to all other prospective tenderers at the same time.

Tenderers may submit questions in writing to the following address [Procurement@arcenciel.org](mailto:Procurement@arcenciel.org) up to **9 days** before the deadline for submission of tenders, specifying the tender reference and the contract.

Any prospective tenderers seeking to arrange individual meetings with either the Contracting Authority during the tender period may be excluded from the tender procedure.

#### 11. Alteration or withdrawal of tenders

- 11.1 Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- 11.2 Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 9. The outer envelope must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.
- 11.3 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

#### 12. Costs of preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

#### 13. Ownership of tenders

The Contracting Authority might retain ownership of all tenders received under this tender procedure. Therefore, the contracting authority shall notify tenderers accordingly upon reception of the tendering documents.

#### 14. Opening of Tenders

- 14.1 The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order.
- 14.2 The tenders will be opened on **13-MAR-2023** at arcenciel, Jisr El Bacha by the committee appointed for the purpose and then be evaluated by referring to the evaluation form which will be available upon request.
- 14.3 At the tender opening, the tenderers’ names, the tender prices, any discount offered, written notifications of alteration and withdrawal, tender guarantee (if required), and such other information as the Contracting Authority may consider appropriate may be announced.

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- 14.4 Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract will result in the immediate rejection of their tenders.
- 14.5 All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the Contracting Authority. The associated guarantees will be returned to the tenderers. No liability can be accepted for the late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## 15. Evaluation of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures, and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

### a- Administrative Evaluation

For each required document missing, we will deduct 1 point from the evaluation. In case the company registration is not submitted the candidate offer will not be considered.

### b- Technical Evaluation

	Technical criteria	sub-criteria	Maximum Score
1	Overall response	General understanding of “terms of reference” and completeness of response	5
2		Overall concord between RFP requirements of proposal	10
3	Methodology	Approach by the company or consultant	10
4		Quality of proposal: planning and scheduling for conducting the market survey  (Please include a timeline for each deliverable)	15
5	Company and personal key	Company’s capacity: <ul style="list-style-type: none"> <li>Range and depth of experience in similar contracts</li> </ul> Financial capacity	10

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<b>6</b>		<b>Client references</b>	<b>5</b>
<b>7</b>		<b>Key personnel assigned to this market survey: number of personnel and their relevant experience and qualification</b>	<b>15</b>
<b>Total Score</b>			<b>70</b>

**c- Financial Evaluation**

	<b>Criteria</b>	<b>Maximum Score</b>
<b>1</b>	<b>Financial Offer</b>	<b>30</b>
<b>Total Score</b>		

**16. Award criteria**

The compliant tender that scores the highest score will be chosen

**17. Signature of the contract**

- 17.1 If the successful tenderer fails to provide the documentary proof or statement or the evidence of financial and economic standing and technical and professional capacity within 15 calendar days following the notification of award or if the successful tenderer is found to have provided false information, the award will be considered null and void. In such a case, the Contracting Authority may award the tender to the next lowest tenderer or cancel the tender procedure.
- 17.2 By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.
- 17.3 Within 3 days of receipt of the contract signed by the Contracting Authority, the selected tenderer must sign and date the contract and return it, with the performance guarantee (if applicable), to the Contracting Authority. On signing the contract, the successful tenderer will become the Service Provider and the contract will enter into force.
- 17.4 If it fails to sign and return the contract and any financial guarantee required within 3 days after receipt of notification, the Contracting Authority may consider the acceptance of the tender to be canceled without prejudice to the Contracting Authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.

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### 18. Cancellation of the tender procedure

If a tender procedure is canceled, tenderers will be notified by the Contracting Authority. If the tender procedure is canceled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur, for example, if:

- the tender procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable tender has been received or there has been no valid response at all;
- the economic or technical parameters of the project have changed fundamentally;
- exceptional circumstances or force majeure render normal implementation of the project impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been substantial errors, irregularities, or frauds in the procedure, in particular where these have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency, and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

**In no event will the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the program or project announced.**

### 19. Withdrawal / Modification of Offers

Requests to withdraw an Offer shall not be honored. If the selected Tenderer withdraws its Offer, arcenciel shall duly register the said Offer and shall evaluate it alongside all other received Offers. If the selected Tenderer has furnished Bid security, arcenciel shall withhold such Bid security until the issue has been resolved.

Withdrawal of an Offer may result in your suspension or removal from arcenciel suppliers List.

A Tenderer may modify its Offer prior to the Invitation to Tender closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Offer number. No modification shall be allowed after the Invitation to Bid closure.

### 20. Later Offers

All Offers received after the Invitation to Tender closure will be rejected.

### 21. General Terms and Conditions:

All Tenderers shall acknowledge that the arcenciel General Terms and Conditions for Service Contracts, as applicable, are accepted.

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**22. Queries about this Tender**

For queries on this Invitation to Tender, please contact arcenciel, Procurement Contact on [Procurement@arcenciel.org](mailto:Procurement@arcenciel.org)

Specifications and pictures should be clear enough to give equal opportunities to all tenderers to provide proper offers. Should a tenderer ask a question, this is only eligible in writing and the reply will be sent transparently and at the same time to all interested tenderers.

All questions regarding this Invitation to Tender shall be submitted in writing to the above. On the subject line, please indicate the Tender reference number. Offers shall not be sent to the above email.





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**Terms of Reference**

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Mitigate the impact of food insecurity in local communities by strengthening the capacities of local producers

WHH-AGR-2023

January 2023



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### arcenciel Overview

arcenciel was created in 1984, authorized in 1985 by the Lebanese Ministry of Interior, and recognized as a public utility in November 1995 (presidential decree n° 7541). arcenciel is an apolitical, non-confessional, and independent organization that works with and for all people in difficulty without discrimination of age, gender, religion, culture or nationality. Created during the Lebanese civil war to assist disabled persons, arcenciel has become one of the first technical aid producers in Lebanon, rehabilitating spaces for disabled persons, and developing a national program for better accessibility for them; which was later passed as a law in June 2000. Drawing on its success, arcenciel broadened its mission to “engage in the sustainable development of the society by supporting fragile groups and integrating marginalized people”. Since its creation, arcenciel has provided around 37 million services to more than 400,000 beneficiaries. arcenciel also treats 85% of Lebanon’s hospital waste and 915 tons of solid wastes a year; and manages the 2 km<sup>2</sup> Jesuit “Domaine de Taanayel” through which it promotes sustainable agriculture and responsible tourism through its eco-touristic activities.

All activities arcenciel implements have a social and environmental purpose and seek economic viability, all which ensure their sustainability. Our objective is to promote sustainable development through three main axes: Social: care of persons in need, Environmental: the preservation of natural resources and Economic: the cost-efficiency and financial autonomy. arcenciel has always adopted a tripod strategy based of: Community Work: allowing the assessment of community needs, using their available resources; Service-Providing Institutions: across Lebanon offering specialized services and working with and for the beneficiaries; and Public Program: guaranteeing a legal structure and stabilizing the two other pillars.

arcenciel currently runs nine programs: 1- Agriculture, 2-Environment; 3- Mobility, 4-Health; 5- Responsible Tourism, 6- Culture and heritage; 7- Social Support; 8-Youth Empowerment, and 9-Employment, in 11 centers distributed across all Lebanese regions (Greater Beirut, Beqaa, Mount-Lebanon, North, and South Lebanon). Besides these centers, arcenciel has running offices in France and the USA.

arcenciel is ISO 9001:2015 certified for management of projects since July 2018. [www.arcenciel.org](http://www.arcenciel.org)

### 1. Background Information and Rationale

arcenciel’s mission is to “engage in the sustainable development of the society by supporting fragile groups and integrating marginalized people”. Since its creation, arcenciel has grown to become a multi-sectors civil organization reaching more than 380,000 beneficiaries while running currently 4 programs: Sustainable Agriculture and Environment (Infectious Healthcare Waste Management; Beirut Blast glass waste management; recycling of main stream waste; various services to improve the agricultural production, competitiveness, and increasing access to markets for local farmers and producers), Mobility and Health (Health operations; distribution of technical assistive devices / medications / oxygen respirators; various paramedical and health services), Social action, Housing & culture heritage (Rehabilitation of units and



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houses following the Beirut Blast; safeguarding of the key features of traditional houses (Baghdadi ceiling, triple arcs), on-the-job trainings), Education & Employment (Desktops and tablets distribution to equip schools and students; psychological support sessions; employment support for PWD and people with difficulties; occupational therapy individual assessment; career coaching sessions; Psycho-social sessions for children through arcenciel social circus).

arcenciel's Agriculture Program was first established in 2000 with two main objectives: increasing the competitiveness of Lebanese agriculture commodities and linking the different stakeholder to good market opportunities.

### 2. Service Description

arcenciel is seeking to contract a business consultant that will be responsible of helping the beneficiaries in their overall business management, to better calculate their expenses and their profits, to adopt an efficient pricing strategy and market projections and commercialization of products.

### 3. Objectives and scope of work

- Business expert will therefore be supporting each party (farmer/buyer) and will be amending the farming contract as per the agreed deal. S/He will be helping in defining the sales price, profit margins and the business model that will be adopted.
- Help in developing topics such as business management and marketing strategy.
- Conduct 50 one-to-one meeting to establish direct deals between buyers and producers in order to create profitable deals between buyers and producers of both fresh and processed produce. These meetings will help in drafting future potential procurement contracts.
- Work on Damour Agro-Innovation Hub's business model.
- Support Beit el Mouzareh to establish long term business relationship with its clients and suppliers
- Assess the business readiness level of the farmers and agro-food producers
- Based on the unit's requirement, work on projects related to recruiting, production, budgeting, promotional campaigns
- Prepare a development and capacity building plan for each farmer and producer
- Communicate with and meet with farmers/agro food producers and buyers
- Support 10 identified student and entrepreneurs through business coaching

Marketing perspective:

- What is attractive for the consumer, from a branding perspective (what is exactly the actual trend in branding)? What do we present with our product?



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- How to position the brand = How to get customer attraction: is it by the name of a specific region, or CRS program (aec as humanitarian association) or etc....
- What are our brands unique attributes? (Ex: affordable, quality, variety, healthy ..., after identifying the main market trends of the sector, we should be able to come up with the attributes that relates to arcenciel goals while being able to provide for customers need)
- How to differentiate the products, which aspect to expose
- How to effectively communicate the right message to the right consumer at the right time and via the right channel (price, convenience, image, packaging, support, ingredients and quality)
- Who are the main producers in the market with similar products and how is their products perceived by the consumers?
- What about to target healthy snacks for kids? Is it a priority to tackle health issues in general?
- Identify the, retailers' (Needs, Expectations, Habits and Occasions)

### Market analysis:

- The consultant will provide a general map of potential local and regional markets in terms of type, size and volume of market, supply chain, main access barriers, key trade organizations, and security arrangements.
- Assess current market trends in terms of market demand and supply, price-scheduling mechanisms, market determinant factors, supply chains and government market regulatory and control mechanisms.
- Size of agri-food industry in three regions: Supply & Demand side
- Access to products, is it thru Delivery, or Supermarkets along with other purchase, specific place (souk, niche...).
- How can the market share be increased?
- How we can target different markets?
- What are the relevant export markets to target? For each product or categories of products? And what is the main aspect of communication that should highlighted in each mentioned target market?
- Is there any increasing demand on a specific product in a specific market that worth tapping into it?
- Understand the existing market situation and nature of bargain taking place between different market players (relationships, attitudes and behaviours).
- Market analysis of Selected products define products
- Analyse the local market requirements and suggest required steps in terms of production and packaging
- Suggest innovative and possibly market accepted packing and packaging and marketing models that the producer organizations can adopt

### Consumer Behaviour:



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- How much are the consumers buying, and what are their purchase triggers, barriers, and buying habits?
- Is the consumer looking to more affordable substitutes to any of the listed products? Identify affordable substitutes and the expected demand growth from the consumer side.
- What is the innovation in the products that the client is looking for in terms of taste mix, value, kitchen usage, packaging, etc...?
- What is the feedback and reaction from the consumer on selected new items in each category using focus group study?
- How should the new products be introduced to the market and the consumer?
- How can the consumers be segmented and prioritised? Develop buyer personas and profiles detailing motivation, needs and pain points necessary to develop adequate products and communications for each audience
- How the producers react to the new products?
- What is the consumer position regarding a healthy snack- by age & gender of customers? {we provide two specific baskets
- How much a customer is ready to pay additionally for a local home-made product (instead of buying canned similar item)
- Gap analysis: what are the items that the consumer is no longer able to buy due to exchange rate devaluation?
- How much environmental sustainability is important to consumers in local and international markets? Talking here about sustainable packaging....

- Primary Data-Interviews

The consultant will interview key informants in the areas and relevant communities/geographical areas; these will include mainly women and youth, suppliers, wholesalers, producers, farmers, vendors, consumers and other relevant market and policy actors. The consultant also will conduct at least one focus group discussion in each project village involving individuals who are members of the targeted demographic for project beneficiaries: Lebanese and refugee women and youth.

- Get accurate feedback on trends and developments:

### Qualitative Research:

- Director General of Cooperatives
  - Director General of the Ministry of Economy and Trade
  - Head of Association of Lebanese Industrials
  - Relevant professional groups and syndicates representatives
  - UNDP Head of Socio-Economic Division
  - Presidents of the CCIA
  - Head of Import and Export Unit at the Ministry of Economy and Trade
  - Agro food clusters: QOOT (berytech), BIEEL (fair trade)



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### Primary Data-Focus Groups:

- Active cooperative representatives
- Retailers
- Local stakeholders involved in the socio-economic development (NGOs, INGOs)
- Small agro-industrials and agribusiness owners

### 4. Outputs/Deliverables:

- 1) Attend a kick off meeting with arcenciel Project team to agree on communication channels, outreach methodology, schedule, action plan, and tools to be developed and also to assign focal points for coordination during activities implementation from both parties.
  - 2) Detailed schedule for all activities must be prepared directly after the kick-off meeting and shared with the project team before starting the intervention.
  - 3) Conduct on-site first assessment meetings with selected farmers to specify the needs and develop a detailed implementation strategy and action plan that should cover the mentioned activities.
  - 4) Development of reports detailing key discussion points/considerations, challenges, steps forward, recommendations, goals achieved, and any other impact resulting from the intervention.
  - 5) Ensure regular coordination and follow-up with the farmers, producers, buyers and several actors in the wheat and cereals value chain to make sure the intervention is on the right track as well as with aec project team.
  - 6) Include a mitigation plan for any possible delays or changes subject to the country's situation.
  - 7) The consultant will interview key informants in the areas and relevant communities/geographical areas; these will include mainly suppliers, wholesalers, producers, farmers, vendors, consumers and other relevant market and policy actors.
- Brief inception report (maximum 5 pages), which details the consultant's understanding of the work and context, methodology approach and tools and includes a concrete action plan for delivering the outputs and proposed structure for the final report.
  - Briefing meetings to present preliminary findings.
  - Preliminary findings report.
  - A solid and well-organized draft report in English detailing the methodology, analysis, key findings, lessons learned and in-depth recommendations that will inform current project and future programming, submitted for review and comments with the possibility of having up to 3 rounds of reviews. Collected quantitative and qualitative data and analysis should be annexed. At this time, the consultant will also submit a concise (1 page) but detailed summary of the



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cereals and wheat value chain analysis including key findings, opportunities, constraints, recommendations, and service gaps.

- A 20 min presentation/debriefing on the report, highlighting key results, lessons learned and recommendations to key staff. Additional time should be taken into consideration for Q&A.
- A final version of the value chain assessment report consolidating feedback and comments provided by the team. The report will be written in English and submitted electronically in a MS – Word document. The consultant is responsible for proofreading the final report.

The report should consist of:

- Executive Summary (no more than 1,500 words)
- Details of the assignment methodology and analysis
- Findings
- Conclusions and recommendations
- Lessons learnt from similar programs or initiatives
- Annexes (List of people interviewed or consulted, raw data...)

The consultant shall prepare a brief workplan. The workplan should set out the consultant's approach for conducting research activities for conducting the assessment.

### 5. Timeline and Location of the consultancy

- Throughout the project period 16 March 2023 till 31 October 2023
- Taanayel and Damour

### 6. Qualifications

- Master's degree in business or financial management, with experience in working with cooperatives and/or small businesses
- 10 years' experience working as business consultant or similar role
- Experience working with NGO's funded projects is a plus
- Great communication and interpersonal skills
- Knowledge of agro-food/ agriculture business areas and fields
- Proficiency in English and Arabic



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arcenciel will not be responsible for any further expenses incurred by the consultant during the consultancy visits and for any loss and/or damage to him/her.

The consultant (individuals or company) Skills, experience

- Proven capability and experience in conducting similar assessments in the agro-food market
- Should have a clear vision for how to approach the project subjects and be able to build a trust and rapport with the subjects and communities being profiled;
- Experience agriculture industry and regional markets in Lebanon;
- Experience in research methodology;
- Experience in qualitative and quantitative data collection techniques including conducting focus group discussion and key informant interviews
- Ability to access to data and information sources, including contacts within relevant private sector and NGOs entities;
- Native Arabic speaker;
- Excellent writing and communication skills in Arabic and English;
- Availability and willingness to travel to various areas in Lebanon during weekdays
- Ability to work under strict and demanding timelines.