

Request for Proposal

For Team Building Services

FOR

DANISH REFUGEE COUNCIL (LEBANON)

Request for proposal (RFP) BEY/18/005	
Name of the organization	Danish Refugee Council
Date of issue	7th of September 2018
Last date and time for receipts of bids	19th of September 2018 at 14:00 pm (Beirut time)
Address for the submission of proposals	By email at: procurement.rfp@drclebanon.dk
Address for queries	By email at: procurement.rfp@drclebanon.dk

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Operating since 2004 in Lebanon, DRC has addressed the needs and rights of vulnerable populations, working initially with Palestinian refugees (since 2004), Iraqi refugees (2007-2010), Lebanese IDPs (during the 2006 conflict), migrant domestic workers (since 2009) and, since 2011, responding to the Syrian refugee crisis.

DRC Lebanon is currently delivering programming in protection, housing, infrastructure, basic assistance, livelihoods, and community development interventions. This myriad programming seeks to address the immediate needs of displaced populations and concurrently support vulnerable host populations. DRC has five offices spread throughout Lebanon in, Beirut, the Bekaa, Saida, Tripoli and Qobayat.

For further information about DRC, please refer to our website: www.drc.dk

Objectives:

DRC is planning to have a Team Building day for all its employees, on the 19th of October 2018.

The aim of the services requested is to facilitate and prepare team building activities for **one full day**.

Deliverables and Timeframe:

- In coordination with the HR and Administration Manager, design recreational team building activities, in line with DRC's core competencies, for 200 employees
- Facilitate and assist in the setup of the agreed on activities in a one full day on the 19th of October 2018 (location to be determined), thus ensuring a high level of interaction among participants

Requirements:

At least 3 years of relevant experience, designing and facilitating team building activities

Fluent in English and Arabic

Preferred:

Experience in facilitating activities with NGOs

Submission guidelines:

Bidders should submit proposals (both technical and financial) as follows:

The **technical proposal** must include the following:

- Detailed company profile and detailed CVs for individuals
- Examples of previous relevant work
- Provide activities suggestions

NB: You will find attached DRC's Core Competencies and Leadership concept to have a better understanding of our values.

The **financial proposal** must specify the following:

A detailed financial proposal for the services requested in the deliverables, noting that the outing day cost of the consultant will be covered by DRC.