

CBPF-LHF Project (Bidder Response Document)

Community Engagement Volunteer (CEV) – AICA / CBPF-LHF PROJECT

1. Bidder Information

Individual Name	
Address	
Phone Number	
Email Address	
Tax Identification Number (TIN) (if applicable)	

2. Compliance Confirmation

Please confirm compliance with the mandatory requirements:

<u>Requirement</u>	Yes/No	Comments
Do you accept AICA's Term of Reference conditions?		
Can you confirm your availability for the 11-month contract (March 2025 - January 2026)?		
Can you provide all required documents (CV, cover letter, certificates...)?		
Can you confirm your ability to commit to providing walk in activities 4 hours/day over 3 days/week for 44 weeks (11 months) in the project area?		

3. Technical Proposal (40%)

Provide details on how you meet the required qualifications:

العنوان: عيد سنتر، سكة الشمال، جبل محسن، طرابلس، لبنان | رقم الهاتف: ٠٠٩٦١٦٣٨٠٦٠٦ | المقسم رقم ٨١١ | البريد الإلكتروني: info@aica-lb.org | الموقع الإلكتروني: aica-lb.org

Address: Eid Center, Alshamal Street, Jabal Muhsen, Tripoli, Lebanon | Phone Number: 009616380606 ext: 811 | Email: info@aica-lb.org | Website: aica-lb.org

Requirement	Bidder's Response / Attached (Yes - No)
Curriculum Vitae (CV) (10%)	
Cover Letter (5%)	
Are you residing in any of the mentioned areas: (10%) 1. Sahel Akkar (Between Talbire / Tal Hmayra) 2. Deir Amar 3. Mohajreen (between Bab Al Tabbaneh / Jabal Mohsen) 4. Mina	
Relevant Certificates/ Training (10%)	
Language Proficiency (Arabic) (5%) English or French is a plus)	

4. Acknowledgment of the Announced Compensation(10%)

- The bidder acknowledges and agrees to the fixed monthly rate of **\$250 USD for 11 months**, subject to **8.5% Non-Residential Tax deduction** as per Lebanese labor laws.
- Confirm preferred payment method (**Bank Letter**)

Date: _____

Bidder Signature: _____

5. References (20%)

Provide at least two references from previous employers / NGOs:

Reference Name / Project Name	Year of Implementation	Organization	Contact Information

6. Declaration & Signature

By submitting this response, I confirm that all information provided is accurate and that I agree to comply with all the conditions outlined in the **Bidder Response Document (BRD)**.



Bidder Name: _____

Date: _____

Authorized Signature: _____

7.For Official Use Only

Reviewed by AICA	Date	Comments