

**CBPF-LHF Project (Bidder Response Document)**

**Retention Support Facilitators – 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:

Requirement	Yes/No	Comments
Do you accept AICA's Term of Reference conditions?		
Can you confirm your availability for the 6-month contract (March - August 2025)?		
Can you provide all required documents (CV, cover letter, certificates...)?		
<b>Preference:</b>		
Can you confirm your ability to commit to 1.5 hours per day, 3 sessions per week, totaling 18 hours per month?		

<u>Requirement</u>	Yes/No	Comments
Can you confirm your ability to commit to 3 hours per day, 3 sessions per week, totaling 36 hours per month?		

### 3. Technical Proposal (40%)

Provide details on how you meet the required qualifications:

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 (10%)	
Language Proficiency (Arabic & French; English is a plus) (5%)	

### 4. Financial Proposal (10%)

Hourly Rate	Total Monthly Compensation
8.5 USD per hour	Up to 306 USD per month

- Confirm acceptance of the hourly rate of \$8.5 (subject to 8.5% Non-Residential Tax deduction as per Lebanese labor law): [Yes / No] circle the preferred response
- Confirm preferred payment method (Bank Letter): [Yes / No] circle the preferred response

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