



THE LEBANESE ASSOCIATION OF THE KNIGHTS OF MALTA (LAKM) / THE ORDER OF MALTA LEBANON IS LOOKING FOR A COMMUNICATION AGENCY

The Order of Malta is present in Lebanon since 1953, it currently manages a network of 60 different operations through which it assists and supports, across the Lebanese territory, every person in need, regardless of their backgrounds, personal beliefs, or affiliations. Its service provision to the vulnerable revolves around three main pillars: The Healthcare Pillar, the Social Pillar and the Agro-humanitarian Pillar, all while establishing a benchmark of excellence, respecting diversity, and serving with humility.

The Order of Malta Lebanon (OML), with the support of its partners, has recently developed comprehensive multi-annual programs to strengthen its health and social services as well as its agriculture programs.

In this framework, the Lebanese Association of the Knights of Malta / Order of Malta Lebanon is releasing a Call for Interest for communication, PR & media relations agencies that will support in the official launch event of its Agro-Humanitarian Program.

COMMUNICATION, PR AND MEDIA RELATIONS AGENCY

Objective/Purpose of the assignment

The Order of Malta Lebanon intends to hire the services of a qualified and professional agency for communication, PR & media relations. The bidder should have sufficient experience in executing the required services as per the project's specifications and requirements.

Project Description

Commissioning Party	Lebanese Association of the Knights of Malta 1020 Achrafieh Building, 3 rd floor – Pierre Gemayel Road – Mathaf Area – Lebanon / B.P 110773
Brief assignment title	Agro-humanitarian program launching event
Project no.	LAKM
Period of assignment	March to April 2024
Assignment Technical description	LAKM intends to hire the services of a qualified and professional agency for the support in the official launch event of its Agro-Humanitarian Program. The services will include, but not limited to, the following: <ul style="list-style-type: none">- Developing the event's branding, its related adaptations and production- Developing the event's social media campaign and its implementation- Working on the event's media relation: invitations, coverage, lobbying, follow up, etc...- Developing all the event's content: factsheets, press releases, speeches, presentations, videos, etc...
Criteria of Pre-Selection	All interested bidders must submit the following documents: <ul style="list-style-type: none">- Legal Documents (Commercial Register, Certificate of Registration, VAT certificate, if available)- Company Profile showing similar works accomplished in Lebanon during the last <u>5 years</u>

IF YOU ARE INTERESTED TO BID FOR THIS PROJECT , PLEASE SEND US AN EMAIL* WITH THE REQUIRED DOCUMENTS NO LATER THAN **MARCH 6TH, 2024** TO ANNA-MARIA.NASSOUR@ORDREDEMALTELIBAN.ORG SO THAT WE CAN SEND YOU THE RELATED REQUEST FOR PROPOSALS.

BIDDERS WHO DO NOT SUBMIT THE REQUIRED DOCUMENTS MENTIONED UNDER "CRITERIA FOR PRE-SELECTION" WILL NOT BE CONSIDERED FOR THE BID.

* SPECIFY THE SUBJECT & PROJECT NO. IN THE EMAIL SUBJECT.