

Call for Tenders

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Date: 25 October 2021

Call for Tenders for recruiting a Consultant

Masar is a Lebanese non-governmental organization that was founded in 2005 with the aim to contribute to local and national development processes and the advancement of society. Masar works in holistic development with an equal focus on the community and policy levels, thus constantly promoting development, policy change, and good governance. Masar's programs are based on human rights and the promotion of citizenship while ensuring that empowerment and advocacy are key approaches in the association's work. It cooperates with youth as an initial point of contact since it profoundly believes in their abilities.

1. To enable you to submit an expression of interest to this call for tenders, please read the following attached documents carefully:
 - Instructions to Bidders Annex I
 - Financial Proposal Template Annex II
2. The expression of interest shall reach Masar association no later than **5 November 2021 at 17:00, Lebanon time** by submissions@masarlb.org. Quotes/ tenders received after the indicated deadline may be automatically disqualified.
3. Any questions relating to this Call for Expression shall be addressed in writing to Ms. Mirna Sabbagh at mirna@masarlb.org no later than 1 November 2021. Replies shall be posted or emailed to all those who expressed interest in applying.

Yours sincerely,

Kamal Shayya
Masar Association, Head of Office/ Chief Coordinator

ANNEX I - INSTRUCTIONS TO BIDDERS

A. PURPOSE AND SCOPE OF WORK

Background

The “Youth Citizens of Today (CoT)” is a partnership project between Masar Association and UNICEF in Lebanon. The project was launched and initiated in 2017 in 6 Lebanese localities, and then expanded to 10 localities in its second phase. Today, the fourth phase of the project, extending from March 2021 to March 2022, it is being implemented in 21 localities, in cooperation with local Youth Initiatives (YIs).

The CoT project operates within the framework of the Masar Association and UNICEF's work to enhance youth civic participation in their local communities and public life, by enabling them to identify their community needs and priorities based on the methodology of "Participatory Action Research" (PAR). Furthermore, planning Advocacy projects based on those needs and priorities, and implementing them in cooperation with local authorities and various stakeholders.

Rationale

MASAR is in the process of establishing a “Citizens of Today Alumni”, with a role of supporting young advocates through knowledge and expertise transfer. The aim of this initiative is to establish a national platform to promote youth participation, engagement, and volunteerism.

The Alumni is expected to consist of past 63 members from Youth Initiatives (YIs), who were active coordinators, core team members, researchers, young advocates in their respective YIs. To be part of the COT Alumni youth must be between 25 and 30 years old and willing to assist current and new core teams in their civic engagement efforts and advocacy project implementation.

The Alumni is a capacity-building initiative that provides previous YI members with an opportunity to enhance their leadership skills and give back to CoT. The Alumni consists of male and female youth from across the country who serve as ambassadors for CoT by supporting in planning networking events, serving as PAR trainers, participating in advanced leadership trainings, serving as Mentors for current YIs.

The objective of this assignment is to hire a consultant to develop “Youth Citizens of Today (CoT)” alumni governance structure, bylaws, role, membership, engagement with Masar, UNICEF and other key players. The consultant will also develop a 3-year actionable strategic plan for the alumni.

The Consultant shall perform the following tasks:

- Define the vision, mission, and values of the Alumni including duties and responsibilities of the members.
- Develop and propose the organization of the Alumni including: membership, the internal governance, regulations and bylaws, operational structure, frequency of meetings, sustainability recommendations.
- Propose the engagement/ relationship between the Alumni, Masar Association and UNICEF.
- In consultation with the Alumni core group define the 3-year strategic plan and related action plan to ensure that CoT’s sustainability after the closure of the project.

Deliverables expected are shown in the following table:

Deliverable (with any relevant specs)	Timetable
Consultancy proposed workplan	3 days after contract signature
First draft organization structure including: vision, mission, and values of the Alumni duties and responsibilities of the members.	3 weeks after contract signature

Organization of the alumni including: membership, the internal governance, regulations and bylaws, operational structure, frequency of meetings, sustainability recommendations.	
Draft 3-year strategic plan and related action plan	6 weeks after contract signature
Final organization structure, strategic and action plan	8 weeks after contract signature

Competencies:

- Strong evidence of the following competencies:
- Superior facilitation skills
- Ethical behavior and integrity
- Sensitivity to diversity
- Flexibility
- Autonomy
- Strategic thinking
- Research and analysis
- Intervention design
- Stakeholder management / Building partnerships
- Promotion of organizational change and development
- Written and Oral communication

Education

Master's degree in HR, Management, Change Management, Communications, Development, Knowledge Management, or related field

Experience

- Previous consultancy expertise and skills in Alumni development, Change Management, leadership development, and organizational development in a multicultural institution is mandatory.
- Previous experience and demonstrated ability to interact at very high levels in a multicultural international/local organization

Language

- Fluent in spoken and written Arabic & English

Location:

- The assignment will be home-based with a telecommuting/Zoom arrangement to various localities, with a possibility of in-person meeting.

B. CLARIFICATION OF SOLICITATION

A prospective applicant requiring any clarification on the Call for Tender may send an email to mirna@masarlb.org by 1 November 2021 at the latest. Masar Association shall respond to any request for clarification by posting or emailing answers to all interested bidders.

C. PREPARATION AND SUBMISSION OF EXPRESSION OF INTEREST

A tender shall consist of two parts: the technical proposal and the financial proposal, each submitted in a separately sealed envelope.

The technical proposal shall clearly outline the methodology to be adopted or the delivery and warranty details as applicable. Additionally, the proposal shall indicate the eligibility of the applicant and shall annex: (a) the company profile and/ or qualifications of team members/ CV as relevant, and (b) a sample of similar work done.

The financial proposal shall indicate the unit prices and total price of the services/ tasks to be supplied. All fees shall be quoted in US Dollars (US\$) and shall be all-inclusive.

The quote prepared and all correspondence and documents relating to this Call for Tenders shall be written in English and have a validity of 90 days after the closing date of bid submission as specified by Masar Association. A proposal valid for a shorter period may be automatically rejected as non-responsive. Masar Association may solicit the applicant's consent for an extension of the period of validity under exceptional circumstances. Additionally, Masar Association reserves the right not to grant the bid to any bidder.

D. TENDER OPENING AND EVALUATION

1. Tender Opening and Evaluation

A two-stage procedure will be utilized in opening and evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The evaluation is to be done by the Procurement Committee formed of the Executive Director when needed, the relevant Program or Project Coordinator, and the Accountant and Admin Officer.

The applicants' names and submitted documents shall be announced at the opening of quotes. Financial proposals shall be opened and reviewed after the technical evaluation has been completed and only for applicants who score at least 50% out of 70%.

2. Preliminary Examination of Tenders

Masar Association shall examine the tenders to determine whether they are complete, whether any computational errors have been made, and whether the proposals are generally in order.

Prior to the detailed evaluation, Masar Association will determine the substantial responsiveness of each tender to the Call in a preliminary examination. For purposes of these clauses, a substantially responsive tender is one that conforms to all the terms and conditions of the Call for Tenders without material deviations. Masar's determination of a tender's responsiveness is based on the contents of the bid itself without recourse to extrinsic evidence. A bid determined as not substantially responsive shall be rejected and may not subsequently be made responsive by the bidder by correction of the non-conformity.

Arithmetical errors shall be rectified on the following basis:

- (a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
- (b) If the Applicant does not accept the correction of errors, its proposal shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

E. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

1. Award of Contract

Masar Association shall award the contract to the applicant who obtains the highest score on both the Technical and Financial proposals combined as rated by the Procurement Committee.

2. Rejection of Bids and Annulments

Masar Association reserves the right to reject any bid if the applicant has previously failed to perform properly or complete on time in accordance with contracts or if the bidder from Masar's perspective is not

in a position to perform the contract. A bid that is rejected by Masar may not be made responsive by the bidder by correction of the non-conformity.

Masar Association reserves the right to annul the solicitation process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder(s).

3. Right to Vary Requirements at Time of Award

Masar Association reserves the right at the time of award of contract to vary the quantity of services/ tasks specified in the Call for Tender without any change in unit price or other terms and conditions.

4. Agreement Signature

Masar Association shall send the successful applicant the Agreement, which constitutes the Notification of Award. The successful applicant shall sign, date, and return the agreement to Masar Association within five calendar days of receipt. After receipt of the Agreement, the successful applicant shall deliver the services in accordance with the delivery schedule outlined in the bid.

5. Compliance to the Protection from Sexual Exploitation, Abuse, and Harassment Policy

Masar Association commits to a zero-tolerance policy to Sexual Exploitation, Abuse, and Harassment (SEAH), hence all forms of SEAH are prohibited and constitute serious misconduct. Masar "personnel" (referring to employees on full or part time agreements, board members, volunteers, interns, partners, consultants, suppliers, and associated personnel), shall not engage in any sexual activity with persons (adult or child) that look to or benefit from the Association's services, or with any person under the age of 18 years, regardless of legal age of majority, local norms, or consent. Masar Personnel have an obligation to report SEAH allegations, suspicions or concerns to the PSEAH designated focal points (whether it is an allegation against a fellow Staff or an individual working for a partner organization). All Masar personnel likewise have a duty to fully cooperate in investigations. All allegations of SEAH are to be treated with the highest degree of confidentiality to protect the identities of survivors, witnesses, and alleged perpetrators. Failure to abide by the SEAH policy in place, published on Masar's website, is therefore a ground for initiating disciplinary proceedings, which may ultimately lead to summary dismissal or termination of agreement, and other serious measures in accordance with the legal framework.

6. Payment Provisions

Masar Association's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the Agreement. Masar's policy is not to grant advance payments except in unusual situations where the potential contractual party, whether a private firm, NGO or other entity, specifies in the bid that there are special circumstances warranting an advance payment.

ANNEX II: FINANCIAL PROPOSAL TEMPLATE

Applicant Name: [Specify name]

Budget Breakdown:

#	Service: (including tasks' breakdown)	Unit Price/ Fee	Quantity	Total Price/ Fee USD
1				
2				
3				
4				
5				
6				
7				
8				
Sub-Total				
			VAT	
Grand Total				

Payment Terms:

[Specify full payment amount in text and numbers and any related terms]

Offer Validity:

[Specify offer validity]

[date, sign, and stamp]