

# MASAR Association

## Call for Tenders

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Date: February 21, 2020

### Call for Tenders for developing a research on the work of Palestinian nurses in Lebanon

Masar is a Lebanese non- governmental organization that was founded in 2005 with the aim to contribute to national development processes and the advancement of society. Masar's mission is to promote citizens' participation towards a civic, inclusive, secular, democratic, and non- sectarian society through empowerment and advocacy, and by mobilization, training, evidence generation, enabling access to information, and lobbying for policy change. Masar works in Development with a focus on youth, and operates at the community and policy levels in parallel through 3 programs: the Community Youth Development (CYD) program, the National Youth Policy (NYP) Program, and the "Human Rights for Palestinians in Lebanon" Program.

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 February 27, 2020 at 5:00 p.m., Lebanon time by email ([info@masarlb.org](mailto:info@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 Mr. Rania Sabaayon no later than February 26, 2020.

Yours sincerely,

Kamal Shayya  
Masar Association, Head of Office

## ANNEX I - INSTRUCTIONS TO BIDDERS

### A. PURPOSE AND SCOPE OF WORK

The objective of this assignment is to conduct qualitative research on the work of Palestinian nurses in Lebanon and provide a deeper and comprehensive understanding of the Palestinian nurses' status in Lebanon.

The Contractor shall perform the following tasks:

- Task 1: conduct literature review on the topic, including quantitative data pertaining to: the number of Palestinian nurses working in Lebanon, geographical distribution, type of degrees they have, number of nurses who work as per legal contracts, number of nurses who have a work permit from the Ministry of Labor and the Ministry of Public Health, obstacles that nurses face when applying for a work permit from the mentioned ministries, number of nurses registered at the Order of Nurses, number of students studying nurses at present...
- Task 2: conduct 8 interviews on average with relevant decision makers, duty bearers, or service providers that feeds into the literature review, and to also learn the specific legal steps to be undertaken by Palestinian nurses to register at the Order of Nurses, and to apply for a work permit from the Ministries of Labor and Public Health (task 1).
- Task 3: conduct in- depth interviews with 30 Palestinian nurses on average with the aim have firsthand data on: assess working conditions, salaries, working hours, legal/ illegal employment... the analysis should be done from a gender, age, and geographical perspective.
- Task 4: document stories/ journeys of 10 nurses into case studies with the aim to put a human face to their experiences.
- Task 5: conduct 6 FGDs in the governorates of the South, North, Akkar, Beirut, and Baalbeck-Hermel with the participation of 120 Palestinian nurses, on the basis of 20 per FGD. FGDs aim to collect first hand data on: a) the reasons behind the refrain of Palestinian nurses from registering at the Order of Nurses in Lebanon, their fears and concerns; b) the legal and bureaucratic obstacles facing nurses when trying to apply for a work permit at the ministry of Labor and the Ministry of Public Health; c) opinions, attitudes, perceptions and preferences of Palestinian nurses regarding their employment skills and status.
- Task 6: submit final report in Arabic including: a cover page, table of content, research methodology, literature review, summary of the interviews with relevant decision makers/ duty bearers/ service providers, summary of the in- depth interviews with 30 nurses, stories of 10 nurses, summary of FGDs and input from nurses participants, data analysis and cross- checking based on all the above, action oriented recommendations, references, annexes including interviews templates and structured documentation.

The final research report should be submitted in the Arabic language after being edited.

Deliverables expected are shown in the following table:

Deliverable (with any relevant specs)	Timetable/ deadline
<b>Task 1: literature review</b>	
1.1: outlines of the research report and of the literature review	1.1: March 16, 2020
1.2: first draft of the literature review	1.2: March 28, 2020
<b>Task 2: 8 interviews with relevant stakeholders</b>	
2.1: interview questions+ final list of interviewees	2.1: April 31, 2020
	2.2: April 19, 2020

2.2: interviews report	
<b>Task 3: in- depth interviews</b> 3.1: interview questions + final list of interviewees 3.2: interviews report	3.1: April 8, 2020 3.2: May 7, 2020
<b>Task 4: 10 stories</b> 4.1: outline of the case studies 4.2: 10 case studies documented	4.1: April 17, 2020 4.2: May 15, 2020
<b>Task 5: 6 FGDs</b> 5.1: FGDs' questions+ outline of the report 5.2: FGDs report	5.1: April 14, 2020 5.2: April 22, 2020
<b>Task 6: final research report</b> Final research report as detailed on page 2	June 15, 2020

## B. CLARIFICATION OF SOLICITATION

A prospective applicant requiring any clarification on the Call for Tender may notify Ms. Rania Sabaayon by sending an email to [info@masarlb.org](mailto:info@masarlb.org) by February 26, 2020 at 12:00 noon the latest. MASAR Association shall respond to any request for clarification by 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, to be submitted in 2 separate documents.

The technical proposal shall clearly outline the methodology to be adopted. Additionally, the proposal shall indicate the eligibility of the applicant and shall annex: (a) the qualifications of team members/ CV as relevant, and (b) a sample of similar research 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 Head of Office, Executive Director, 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 70% and above.

## **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 is on its blacklist, or 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). The bidders waive all rights to appeal against the decision made by MASAR Association.

### **3. Right to Vary Requirements at Time of Award**

MASAR Association reserves the right at the time of award of contract to vary the tasks specified in the Call for Tender without any change in 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 two 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. 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

### Budget Breakdown:

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

### Payment Terms:

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

### Offer Validity:

[Specify offer validity]

[date, sign, and stamp (if applicable)]