

Call for Expression of Interest (EOI) For Partnership With National Entity For Operation of Menstrual Hygiene Product Manufacturing Facility in Burj Hammoud

1. Introduction:

ACTED is an international non-governmental organization founded in 1993 working in over 38 countries and working in Lebanon since 2006. Independent, private and not-for-profit, ACTED respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency. ACTED does not select beneficiaries or areas of intervention based on non-humanitarian principles – we provide assistance based on need alone. Since 1993, ACTED has been committed to its mandate, and to providing immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Our vision is to establish a link between emergency, rehabilitation and development through a multidisciplinary approach which is adapted to each context.

2. Project Background:

ACTED has been fundraising for implementing activities tackling period poverty/menstrual hygiene issues. As a part of this, ACTED plans to support a community-based entity to set up a manufacturing facility for the production of menstrual hygiene products in Saida and Burj Hammoud. The project will provide support for equipment and raw materials, as well as staffing support for operations and sales for 3 months. ACTED will additionally support the selected entity by preparing and organizing awareness sessions for women in local communities on menstrual health and hygiene.

3. Objective of the Call for Expression of Interest:

ACTED is seeking expression of interest from local entities interested in operating the facility for production of menstrual hygiene products. The local entity may include NGOs/SMEs/Cooperatives or other types of organizations with registration in Lebanon. ACTED will transfer in-kind assets including equipment and raw materials to the local entity. Further, trainings will also be provided on operation and maintenance of the equipment. Additional support may also be provided to cover overheads. Finally, ACTED will support in identifying and recruiting workers for operation and sales for a period of 3 months.

Under this call for expression of interest, the manufacturing facility will be located in **Bourj Hammoud**. Another call for expression of interest is published to select a manufacturing entity in Saida.

4. Targets To Be Achieved:

During the project, ACTED will work closely with the selected entity in setting up production targets. A percentage of the produced items may also be distributed to vulnerable households in the area. ACTED will also work with a consultant to support the entity in setting price points for the manufactured products which should be affordable to vulnerable community groups with limited income.

5. Selection Criteria

Applications will be reviewed on the basis of the below-listed criteria. Acted may decide to conduct face-to-face meetings with some of the applicants to seek clarifications and/or requested additional information or documentation. One entity will be chosen for project implementation.

The following criteria will be applied while selecting the entity:

- The entity must have appropriate registrations and legal documentations in Lebanon. Registration as a business is an added value. (Note: ACTED is not liable for any tax implications from operation



of the facility or final sale of the products. The entity is expected to manage tax and other requirements in country)

- Entities with previous successful experience operating a social business/for-profit initiative will be prioritized.
- The entity is willing to work with ACTED and suppliers to establish a sustainability plan for continued operation of the facility after the end of the project.
- The entity has the ability to assign a manager dedicated to liaising with ACTED and its suppliers and for ensuring proper set up of the facility.
- Entities must have demonstrated presence in Saida (including existing facilities for establishing production line).
- Entities must have an existing facility to establish the factory. The facility must be appropriate with regards to production quality, safety & security, and gender & protection considerations. ACTED may provide support for rental costs during project period.
- Entities with expertise on Mensural hygiene issues/gender/SRHR issues in Lebanon will be prioritized.
- Entity must be neutral, independent, impartial and guided by the humanitarian principles.
- Women-led entities will be prioritized.
- Entities will be further prioritized on the basis of their business plan for menstrual pads production.

6. How to express Interest

Interested entities are requested to send the following documents to beirut.grants@acted.org no later than **15 September 2022** with the email title “NAME OF YOUR ORGANIZATION – Menstrual Hygiene Project EOI-Bourj Hammoud”.

1. A cover letter explaining expertise and interest in running the facility during and beyond project duration.
2. Appropriate registration documents for the entity (registration as a business is an added value).
3. Proof of previous experience successfully operating a social business/for-profit initiative – may include brochures, website links, business plans, tax records etc.
4. Proof of previous experience working on menstrual hygiene/gender/SRHR issues.
5. CV of key personnel that will be involved in operating the facility.
6. Images of the existing facility to establish the factory, in addition to evidence of rental / property, and building maps.
7. A description of current and foreseen energy sources at the factory facility.
8. In case there’s no solar system in place at the factory facility, please clarify if the installation of a solar system would be possible (roof space, neighbours agreement, building owner written agreement)
9. Official document showing who is the entity’s director, owner and founder/co-founder.
10. Fill and attached the business plan (annex 1)