

# INVITATION TO TENDER

Lebanon

PR448064

Staff Counsellor / Psychologist

April 2024

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SUBMISSION DEADLINE : 17:00 ON 30/04/2024

QUESTIONS / CLARIFICATIONS : [lebanon.tenders@savethechildren](mailto:lebanon.tenders@savethechildren)

FORMAT FOR SUBMISSION : [BIDDER RESPONSE DOCUMENT](#)

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## [PART 1: INVITATION TO TENDER](#)

- Introduction to SCI
- Project Overview and Requirements
  - Award Criteria
- Instructions & Key Information

## [PART 2: CORE REQUIREMENTS AND SPECIFICATION](#)

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

## [PART 3: BIDDER RESPONSE DOCUMENT](#)

Template to be used to submit response to this Invitation to Tender.

## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world's leading independent organisation for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long term change to improve children's lives.
- Improve children's access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world's most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

### 2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Staff Counsellor / Psychologist
Outcome of Tender	<b>Framework Agreement (Fixed Price)</b> – the successful supplier(s) will be awarded a 'Framework Agreement'. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.
Duration of Award	2 years from the date signing the agreement

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

### 3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### 3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

### 3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### 3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### 3.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria

- Sessions Price list (Weightage 30%)
- Fixing the prices for 24 months (Weightage 10%)

## 4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## 5. BIDDER INSTRUCTIONS

### 5.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	24 April 24
Deadline for questions from Bidders	26 April 24
Deadline for Bid Submission	30 April 24
Bid Clarifications	06 May 24
Award Contact	09 May 24

The above dates are for indicative purposes only and are subject to change.

## 5.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

### Electronic Submission via ProSave

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a  
Sourcing Event v2\_fc

### Electronic Submission via Email

- Email should be addressed to [leb.procurement@savethechildren.org](mailto:leb.procurement@savethechildren.org)
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be “PR448064 – Staff Counsellor/Bidder Response – ‘Bidder Name’, ‘Date’”.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

### Paper Submission

- Two paper copies submitted on headed paper to SCI Office, Hazmieh, Pichet Street, SCI Building
- Bids should be submitted in a single sealed envelope addressed to Supply Chain department - LHO
- The envelope should clearly indicate the Invitation to tender reference number (PR448064 – Staff Counsellor) but contain no other details relating to the bid or the bidder name.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

## 5.3 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **29 April 2024 at 17:00 (Beirut Time)**

Bids must remain valid and open for consideration for a period of no less than 60 days.

## 5.4 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Procurement Committee	<a href="mailto:Lebanon.tenders@savethechildren.org">Lebanon.tenders@savethechildren.org</a>

Please be advised local working hours are from 9 AM till 5 PM (Beirut time)

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

## PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

### 1. SPECIFIC REQUIREMENTS

1. Provide guidance to Save the Children staff in Lebanon regarding how to manage stress while they launch an emergency response; This includes recommending coping strategies while emphasizing techniques that minimize constant stress both for office-based workers as well as field-based workers;
2. Conduct targeted sensitization and psychoeducational activities to reduce fears for our staff through remote videoconference for all staff;
3. Be available for enquiries from Senior Management Team and Staff Health Focal Point on how to manage cases (phone calls, WhatsApp group) to respond to any MHPSS emergency questions that arise.
4. Provide individual psychosocial support (case management) for infected staff, and their affected families;
5. Provide peer support and stress management for front liners.

## PART 3 – BIDDER RESPONSE DOCUMENT

### 1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.

### 2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS – Bidders are required to complete all sections of the below table.**

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
1	Bidder accepts Save the Children's 'Terms and Conditions of Purchase', draft service agreement, sustainability and other relevant Criteria listed in Section 4.		
2	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
3	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p><b>Note:</b> individual consultants are welcomed to apply</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> </ul> <p><b>Bidders to submit copies.</b></p>	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
		Tax Registration Number & Certificate	
		Business Registration Certificate	
		Trading License	
4	Bidder willingness to accept 100% payment to be paid in minimum 15 days from submission of invoice with all valid supporting documents, and payment method to be by international bank transfer	Yes / No	Comments

## SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

*Instructions – Bidders are required to complete all sections of the below table.*

Item	Question	Bidder Response	
1	Bidders proofs of expertise in similar tasks, up to 3 letters of reference from government bodies or International and Local organization within the last 24 months. (Weightage 5%)	Bidder Response	Attachment(s)
2	Bidder accessibility and ability to provide timely responses and sessions within limited timeframe (Weightage 10%)	<p><b><u>Bidder to choose one option:</u></b></p> <p>Bidder can respond for inquiries from SCI within:</p> <ul style="list-style-type: none"> <li>• 24 Hours</li> <li>• 48 hours</li> <li>• 72 hours and more</li> </ul> <p>Bidder can provide sessions within:</p> <ul style="list-style-type: none"> <li>• 24 Hours</li> <li>• 48 hours</li> <li>• 72 hours and more</li> </ul>	
3	Alignment of the Bidder's profile/expertise/academic background with the TOR and scope of work (Weightage 10%)	Bidder Response	Attachment(s)
		<p><b><u>Bidder must submit the below supporting documents:</u></b></p> <ul style="list-style-type: none"> <li>• Masters in psychology</li> <li>• Licensed in psychology by MOPH</li> <li>• Experience in group dynamics</li> <li>• Experience in working in emergencies</li> <li>• Fluent in both Arabic and English</li> <li>• Local – familiar with the context</li> </ul> <p><b>*NB: The Bidder must provide the above certificates for the assigned focal point who will be working directly with SCI</b></p>	
4	Quality of proposal – Technical Proposal to be submitted giving a summary of the points/titles to be covered for each of the below topics in English and Arabic (Weightage 10%)	Bidder Response	Comments



	<ul style="list-style-type: none"> <li>- Group support sessions (long term development)</li> <li>- Individual sessions</li> <li>- Emergency sessions</li> <li>- Thematic sessions</li> </ul>		
5	Bidder ability to provide online sessions <b>AND</b> face-to-face sessions in our premises. (Beirut, North, and Zahle) <b>(Weightage 5%)</b>	<b>Bidder Response</b>	<b>Comments</b>
		<u><b>Bidder to choose one option:</b></u> <ul style="list-style-type: none"> <li>• Able to provide online and face to face sessions.</li> <li>• Able to provide online sessions OR Face-to-face sessions</li> </ul>	
6	Bidder's years of experience in clinical psychology and experience within the humanitarian sector <b>(Weightage 10%)</b>	<b>Bidder Response</b>	<b>Attachment(s)</b>
7	<u><b>Sustainability (weightage 10%)</b></u>  The bidder employs local Counsellors/Psychologists  Bidder to submit a proof/evidence (Ex. CVs or letters)	<b>Bidder Response</b>	<b>Attachment(s)</b>

## SECTION 3 – COMMERCIAL QUESTIONS

### Staff Counsellor – Sessions Price list: (Weightage 30% on Pricing)

On-Line or Face-to-face	GOOD / SERVICE	QUANTITY	UNIT PRICE USD	VAT	TOTAL PRICE
<b>Online Sessions</b>	Group support sessions (English or Arabic)	1.5 Hours			
	Individual sessions	1.5 Hours			
	Emergency sessions	1.5 Hours			




	Thematic sessions	1.5 Hours			
<b>Face-to-face sessions</b>	Group support sessions (English or Arabic)	1.5 Hours			
	Individual sessions	1.5 Hours			
	Emergency sessions	1.5 Hours			
	Thematic sessions	1.5 Hours			
<b>OTHER COMMERCIAL CONSIDERATIONS</b>					

<b>OTHER COMMERCIAL CONSIDERATIONS</b>	
Bidder's ability to fix the cost of framework agreement for 24 months ( <b>Weightage 10%</b> )	
<b>If no, Duration for which pricing can be fixed</b>	

**\*Supplier who do not have VAT, shall provide MOF profession number, or else Save the Children will pay on behalf of the supplier in LBP and deduct from the invoice the 8.5% for services.**

## SECTION 4 – BIDDER SUBMISSION CHECKLIST

<b>We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:</b>		
No	Section	Please Tick
1.	Section 1 – Essential Criteria	
2.	Section 2 – Capability & Sustainability Questions	
3.	Section 3 – Commercial Questions	
<b>We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:</b>		
Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Please refer to the above required doc in the above essential table	

<b>Capability Criteria Evidence</b>	Please refer to the above required doc in the above capability table	
<b>Commercial Criteria Evidence</b>	Please refer to the above commercial criteria	
<b>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</b>		
<b>Policy</b>	<b>Policy / Document</b>	<b>Signature</b>
Terms & Conditions of Bidding	 Terms & Conditions of Bidding	
Terms & Conditions of Contract	 Short Form Goods and Services FWA	
Supplier Sustainability Policy and the included mandatory policies	 Supplier Sustainability Policy	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....