



Call for Proposal

Baladi Cap-USAid

Terms of Reference

Ref: FAY-BC-001-19

Date: March 15th 2019

I. Background:

Al-Fayhaa Association (*henceforth referred to as Al-Fayhaa*) is a Lebanese non-profit NGO that aims to develop and rehabilitate the community through educational programs, and socio-cultural activities. Al-Fayhaa was founded in 1999 and was officially established on 8\10\2008 holding the registration number 1254 AD.

Al-Fayhaa has no political nor sectarian orientation; it only adopts the principle of neutrality and non-alignment of any of the partisan spectra maintaining the same distance from everyone. Al-Fayhaa commits through the implementation of its projects the principles of human rights, which includes responsibility and commitment to the rule of law and the empowerment and participation and integration, justice, equality and nondiscrimination and a focus on children with special needs and learning difficulties.



II. The Program

In calibration with MSI and BALADI-CAP are expected to strengthen Al-Fayhaa IT system and support the automation and Documentation of all administrative and programmatic functions in order to enhance the file sharing system, and optimize the organizational operation and increase efficiency.

III. Work Scope

1) Services to be provided

To implement this program, Al-Fayhaa is currently seeking a technical consultant who will be assessing to develop a need assessment tool to help Al Fayhaa Association better select its volunteers and build their capacities in line with the overall objectives of the organization and meeting their strengths.

- Conduct interviews with Al-Fayhaa's Outreach Coordinator, Outreach Assistant, and the Human Resources Officer to help define ideal current and potential youth service practitioners' recruitment criteria and start developing training programs based on their extensive experience.
- Oversee the generic tool assessment development
- Work with Al Fayhaa Association staff and interns
- Facilitate the work of interns in this scope
- Extensive experience in SPSS software that he/she shall cascade to the team who will be working with him/her

2) Contract Type

Short term-Services Agreement.

3) Reporting & Hierarchy

Contracted consultant will report directly to the General Manager of Al-Fayhaa.

4) Facilities to be provided by Al-Fayhaa Association

Al-Fayhaa will provide the working space for the coordinators in addition to all the required needs to fulfill their duties.

IV. LOGISTICS AND TIMING

1) Location

a. Primary location

Primary activity location is Al-Fayhaa Association main headquarters located in : City Complex – 1st floor – Riad el Solh Road

b. Start date and period of implementation

The intended start date is immediate and the period of implementation of the contract will be 6-10 days from the contract signature date. Period may extended depending on the extraction of the program and / or provision of additional funding.

V. REQUIREMENTS

Hired contractors must comply with the following requirements:

In case of Individuals:

1) Professional Qualifications

- At least 5 years of professional experience in management and development of assessment tools.
- Experience in working with youths
- Previous experience in working with local NGO's is a plus.

2) Educational Qualification:

- Master degree in Education, psychology, Sociology or similar fields.

3) Core skills:

- Spoken and written fluency in English, French & Arabic.
- Excellent writing skills



- Excellent interpersonal and networking skills.
- Leadership skills is a must.
- Strong oral and written communication skills.
- Strong organizational skills and attention to detail.
- Maturity, good moral character and integrity
- Good Analysis Skills
- Background in Research Tools development and monitoring and evaluation
- Extensive SPSS training skills
- Good communication skills
- Excellent English reporting skills

VI. Documents to be submitted

1. Detailed budget (Financial offer document attached to these Terms of Reference).
2. Recent CV or Resume of the individuals who will be working on the project

VI) Instructions to Submit Applications:

Interested parties are to submit their offers by mail or in person.

1) For offers sent by mail:

- Complete offer and documents must be sent to: procurement@al-fayhaa.org
- E-Mail title must be:
- **“Tender for Services generic assessment tool– Terms of Reference”**
- E-mails without the above title will be disregarded.

2) For offers submitted in person:

- Complete offer documents shall be sent to the following address:

**City Complex – 1st Floor – Riad El Solh Road
P.O. Box 1327 – Tripoli, Lebanon**

- Complete offer documents must be in a sealed envelope with the following statements in block letters on its back:



- **“Tender for Services generic assessment tool– Terms of Reference”**

Last Submission Date: Monday 18 March 2019

Closing Time: End-of-Business – 5:00 PM

For any inquiries, please contact:

Alaa Arnaout
Procurement Officer

Phone: +961 6 44 66 81

E-Mail: procurement@al-fayhaa.org