Call for Proposal

Baladi Cap-US-Aid

Terms of Reference

Ref: FAY-BC-001-19

Date: March 12th 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

III.   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.

IV. Work Scope

1) Services to be provided
To implement this program, Al-Fayhaa is currently seeking a technical consultant who will be charged with assessing to give a training to Al-Fayhaa staff in Microsoft Office 2016(Word, Excel)
And the consultant will be responsible on preparing:
- Pretest and posttest
- Training agenda
- Evaluation form
- List of trainees
- Attendance sheets

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.

V.   REQUIREMENTS

Hired contractors must comply with the following requirements:

In case of Firms or Centers:
1) Professional Qualifications
   - At least 3 years of professional experience in Microsoft office.
   - Previous experience in working on similar projects in a plus.
   - Certified by Microsoft

2) Educational Qualification:
   - Bachelor degree in any major related to IT.

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

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
3. Invoice at the end of the service

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 training of Microsoft office– 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
     Mr. Alaa Arnaout
     Tel: +961 6 44 66 81

   - Complete offer documents must be in a sealed envelope with the following statements in block letters on its back:
   - "*Tender for Services training of Microsoft office– Terms of Reference*"

Last Submission Date: Saturday 16 March 2019

Closing Time: End-of-Business – 12:00 PM

For any inquiries, please contact:

Alaa Arnaout
Procurement Officer

Phone: +961 6 44 66 81
E-Mail: procurement@al-fayhaa.org