

REQUEST FOR Gender Audit for one municipality

Date:	9/3/2020
Campus:	Beirut
Title:	Expert to conduct a gender audit for one municipality
Reference Number:	-
Project:	Equality for Everyone: Gender Reform from Grassroots to Government
Award Number:	S-NEAAC-17-GR-1050
Sponsoring Agency	U.S. Middle East Partnership Initiative

Dear Sir/Madam,

The Lebanese American University (LAU) invites you to participate in the tender for the provision of professional services as detailed in the attached document.

Kindly submit your bid as per detailed instructions and within the set deadline. Only bids submitted in conformity with the requirements of this tender will be considered.

LAU reserves the right to accept or reject all or any part of the quotation submitted.

This tender includes two sections: Section A detailing the solicited services, and Section B detailing the proposal submission method.

For inquiries or regrets, please respond back to the provided email address within the set period for clarifications. LAU reserves the right to amend or cancel this tender at any time.

Respectfully,

Section A – Solicited Services

A1. Organizational Information

The Lebanese American University (LAU) is an American institution of higher education that has been operating in Lebanon since 1924, with initial roots as the first school for girls in the Ottoman Empire. Committed to serving Lebanon, the Arab world and beyond, LAU offers diverse academic opportunities in the fields of arts and sciences, business, engineering, architecture and design, pharmacy, medicine and nursing. The university is accredited by the Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC), and many of its academic programs have received accreditation from field specific organizations. LAU operates in two campuses, one in Beirut and another in Byblos.

The Arab Institute for Women (previously Institute for Women’s Studies in the Arab World) at the Lebanese American University was established in 1973 to focus on advancing women’s empowerment and gender equality through research, education, development programs, and outreach at the national, regional and international levels.

A2. Project Synopsis

This project is funded by the U.S. Middle East Partnership Initiative (MEPI) for the purpose of strengthening the relationship between existing civil society organizations and elected officials to increase government accountability and impact reform on gender related issues.

A3. Project Objective

The project’s overall objective is to promote universal parental leave and progressive childcare policies among Lebanese working parents as an entry point to achieving greater gender equality in Lebanon

This request for proposal responds to the first objective of the project, formulated as follows: Improved foundation for an enabling legal environment that promotes gender equality in parental leave policies

A4. Scope of Required Services

Perform a gender audit to one municipality to assess the institutionalization of gender equality at a local level. Collaborate with one municipality to enable the legal environment for gender equality on a local level. This collaboration will imply performing a gender audit to assess the institutionalization of gender equality in the municipality’s policies, programs, projects and/or provision of services, structures, proceedings, budgets, office practices and activities in support of gender mainstreaming at the community level. It will also include promoting gender equality in parental leave and childcare policies at a local level.

The gender audit in the International Labor Organization (ILO) manual is defined as the following. “The gender audit should consider whether internal practices and related support systems for gender mainstreaming are effective and reinforces each other, monitors and assesses the relative progress made in gender mainstreaming, establishes a baseline for the audited municipality, identifies critical gaps and challenges, recommends ways of addressing them and suggests new and more effective strategies and documents good practices towards the achievement of gender equality”.¹ The gender audit will be performed using the ILO methodology detailed in the [ILO manual](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---gender/documents/publication/wcms_187411.pdf) or a similar methodology. If the proposed methodology is not the one of the ILO, the expert shall submit the manual for the methodology.

Before performing the gender audit, the expert will prepare the criteria for choosing the municipality to be audited. The expert will narrow down the options for the municipality and will choose one based on the coordination with the AiW. The municipality chosen needs to be outside of Beirut.

A5. Expected Deliverables

Produce a gender audit report in collaboration with the Municipality that will be chosen and AiW to enable the legal environment for gender equality on a local level. The offeror is expected to provide the following deliverables:

¹ https://www.ilo.org/wcmsp5/groups/public/---dgreports/---gender/documents/publication/wcms_187411.pdf

Task	Deliverable	Terms and Conditions	Delivery Schedule	Quantity
<p>Perform a gender audit to one municipality to assess the institutionalization of gender equality at a local level</p> <p>Collaborate with one municipality to enable the legal environment for gender Equality on a local level. This collaboration will imply performing a gender audit to assess the institutionalization of gender equality in the municipality's policies, programs, projects and/or provision of services, structures, proceedings and budgets. It will also include promoting gender equality in parental leave and childcare policies at a local level.</p>	Gender audit on policies and procedures of one municipality	<ul style="list-style-type: none"> - The expert will prepare the criteria based on which the municipality will be chosen and will coordinate with the AiW to choose one municipality to be audited. - The gender audit will be performed while using the participatory gender audit ILO methodology or a similar methodology as specified by the expert. In addition, the expert can build on previous work related to gender audits and surveys conducted in different municipalities. - The municipality will be chosen based on its willingness to commit to gender equality principles and technical capacity. -The gender audit drafting process shall be done in collaboration with the Municipality and the AiW team - Selected Consultant shall attend several meetings with the municipality. -Selected consultant must take into account stakeholder's recommendations in the process of developing the Gender Audit Information. - Selected consultant shall submit all developed materials to AiW. - A first draft must be submitted for initial review by AiW and final draft must be submitted based on AiW's comments and feedback. - The drafts must be submitted electronically to LAU. 	<ul style="list-style-type: none"> - The expert shall submit the first draft one month after the signature of the service agreement. - The expert shall submit the final draft 3 weeks after the receipt of all comments from the AiW and the project team. 	One gender audit report for one municipality.

A6. Period of Performance

The selected offeror will perform the services starting 25 September 2020. Submission of all deliverables will be required within a maximum period of 3 months after the purchase order is issued. Work may only start after LAU issues a purchase order.

A7. Location of Performance

All services must be completed at the following location: The municipality will be located outside of Beirut. Details will be provided when the municipality will be chosen. Deliverables to be submitted electronically to AiW.

Section B – Proposal Submission

B1. Deadline for Submission and Schedule

Proposals, as per set requirements henceforth, are required no later than 17 September 2020, 15:00hrs (Beirut time).

When proposals are due by email, the system-generated timestamp will be considered the time of submission.

B2. Changes to this Tender

LAU reserves the right to cancel this tender at any time. Such cancellation may be made by through a notice at the same site where the tender was released.

Furthermore, LAU reserves the right to modify this tender at any time prior to the submission deadline. A public notice will be released to that effect as well and LAU may consider, up to the discretion of the University, an extension of the deadline for the proposals submission.

B3. Eligibility of Applicants

Applicants to this request for proposals may be:

Individuals;

All bidders must ensure that at the time of the submission of their proposal they are not bankrupt, suspended, debarred, sanctioned, and/or subject to legal proceedings that may affect their course of business or their insolvency. Offerors/bidders with proven conflict of interest will be disqualified.

Individual applicants must clearly indicate their Ministry of Finance (MOF) Tax ID number and provide a copy of their registration at the MOF, specify their full street address, phone number and submit a copy of their ID.

Organizations must present a copy of their commercial registration and VAT certificate as applicable.

Other documents are required.

Most updated CV

Financial offer in Lebanese pound using the official Bank of Lebanon exchange rate in PDF format duly signed, dated and stamped by the service provider, with detailed cost breakdown per deliverable.

Filled-in biodata sheet (attached as annex with this RFP)

B4. Required Qualifications

LAU is looking for qualified eligible applicants who demonstrate the following experience:

- Masters degree in relevant field of study (law, legal studies, gender studies, labor...) with proven track records of projects/reports/consultancies.
- At least 8 years of experience working on legal and gender issues
- Demonstrated experience in developing and conducting gender audits
- Demonstrated experience in research and data collection methods
- Proven proficiency in spoken and written English and Arabic
- Experience working with US funded projects is desirable
- Excellent communication and editorial skills
- Understanding of the Lebanese legal framework and gender context is essential

B5. Proposal Requirements, Submission & Language

The offeror is expected to present two proposals separately, a technical one, and a distinct financial one (each proposal through its separate submission). The technical proposal must **not** contain any budgetary or financial information. The financial proposal must be put on official letterhead of the offeror and duly signed and stamped. The financial proposal must include all information confirming the eligibility of the offeror including the Ministry of Finance Tax Number, VAT Number, registration number and date and any other documents listed under B3 as applicable. The financial proposal must clearly show costs distinctly and clearly related to Taxes, VAT, overheads, etc.

Only one offer may be submitted by a single offeror.

All proposals must be developed in English unless otherwise clearly specified under particular sections.

The proposals must be sent as following:

By email as per instructions under B6 and B7

B6. Technical Proposal Requirements

The technical proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead:

CV of offeror (if individual applicant(s))

Detailed technical proposal covering the following areas:

Background

Proposed Implementation Methodology

Monitoring and Evaluation

Timeline

Overview of Deliverables

Company Profile

Team Qualifications

Organizational Chart reflecting team working on the project

Overview of Relevant and Demonstrated Past Experience

Risks and Contingency Plans

Other requirements as specified here:

Sample work completed with at least three other clients;

Three independent references including names, contacts (phone and email), position, organization name, and summary of work completed for each reference.

Copy of the MOF registration;

Copy of the commercial registration (firms);

Copy of the VAT registration (firms).

Submission instructions of the technical proposal:

- 1- The technical proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory. The technical proposal must not include any financial information related to the costing of the assignment.
- 2- The PDF file must be named: Technical Proposal – Company Name – Reference Number (as per cover page of this RFP).
- 3- The PDF file must be submitted in a separate email to the designated email address with the following subject: Technical Proposal – Company Name – Reference Number

B7. Financial Proposal Requirements

The financial proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead:

Bio-data sheet for individual(s) consultant as per required form

Detailed financial proposal with breakdown of costs per unit, reflecting clearly and distinctly any applicable taxes;

Submission instructions of the financial proposal:

- 1- The financial proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory.
- 2- The financial offer must clearly indicate the validity of the offer as per terms of this request for proposal;
- 3- The PDF file must be named: Financial Proposal – Company Name – Reference Number (as per cover page of this RFP).
- 4- The PDF file must be submitted in a separate email to the designated email address with the following subject: Financial Proposal – Company Name – Reference Number

B8. Costing

All costs must be presented in Lebanese pounds using the official exchange rate set by the Bank of Lebanon, As reflected earlier, offerors who are subject to VAT should clearly and separately reflect the VAT in their financial proposal.

Errors in the budget are the sole responsibility of the bidder and may result in disqualifications. Alterations to the bid after submission are not allowable. LAU reserves the right to request clarifications as needed.

All costs must be reasonable, realistic, allowable and allocable to the work being undertaken and based on demonstrated daily rates as proven through a record of salary history/past performance (bio-data sheet).

If the offeror intends to offer any discount or special price, such offers must be clearly made at the proposal stage in the closed envelope containing the financial proposal only.

LAU will not cover the cost of any pre-award costs related to the preparation of proposals under this bid and therefore any offeror presenting a financial offer requesting the coverage of pre-award costs will be rejected.

Technical elements that are not costed in the financial proposal will be considered as free of charge. LAU reserves the right to reject the offer. The financial offer must clearly reflect and detail each deliverable distinctly and separately.

B9. Evaluation Criteria

Proposals will be evaluated as follows:

- 1- Administratively for compliance and eligibility, and completeness of the overall offer, and reference checks as appropriate and applicable. Offerors who are not deemed eligible will not be given the chance to proceed to the technical and/or financial evaluation;
- 2- Technically for merit, completeness of all tasks and deliverables, feasibility of approach (if required), timeline, and meeting the required qualifications and capacity;
- 3- Financially for completeness, allowability, reasonableness, comparison to other eligible and qualified bidders, comparison to LAU's financial expectation.

LAU will make the final award based on:

Best value for money combining demonstrated and proven technical merit with cost effectiveness. LAU reserves the right to award to the offeror that does not have the lower bid if there is proven higher benefit to LAU;

Lowest Price

B10. Questions and Clarifications

For inquiries or regrets, you may reach out to the following:
equality4everyone@lau.edu.lb;

No offeror shall communicate directly with LAU staff concerning this request for proposal. All communications must be in writing, within the open period for questions, and to the specified email only.

LAU will not hold a pre-bid meeting.

All questions must be received by 15 September 2020 at 2 p.m. Questions sent after the deadline will not be addressed.

Answers to the questions will be shared with all bidders if there is any additional and relevant information.

B11. Proposal Validity and Withdrawals

Proposals must be valid for at least: 60 days.

Offerors may withdraw their bids at any time after submission by submitting a written notice to the address specified under section B10. Nonetheless, offerors may not change or edit their proposal after submission even if the proposal is submitted way earlier than the deadline.

B12. Late Submissions

Proposals submitted after the official deadline as set in this document will not be considered and will be deemed ineligible and rejected.

B11. Award

LAU may award one or multiple offerors. LAU also reserves the right to break down the deliverables and make a partial award to an offeror based on a partial list of services. Accordingly, financial offers must clearly reflect each deliverable separately by presenting a clear breakdown of costs in the financial proposal for each deliverable distinctly. Only shortlisted/selected offerors will be contacted. LAU will make an award in writing only. LAU expects to make an award within the validity period. Additional documents may be required prior to award to demonstrate proof of eligibility.

B12. Terms and Conditions

LAU will apply the specific terms and conditions to any resulting service agreement out of this tender based on the sponsoring agency requirements and regulations.

It is worth noting that the service provider has no direct communication with the sponsoring agency during implementation and LAU is considered the source of direction, guidance and decisions only.

All information submitted by offerors under this tender is considered confidential as per LAU's applicable policies and procedures and will not be released publicly.

Any interference by an offeror in the tender process at any stage whether to influence or alter a decision making process will result in immediate disqualification of the offeror.

LAU performs business related to this tender in writing only and therefore, any communication related to this tender, received proposals, and resulting decisions are communicated solely in writing.

Standard Mandatory Provisions. Consistent with 2 CFR 200.113, the non-federal entity must disclose, in a timely manner, in writing to the Office of the Inspector General (OIG) for the Department of State, with a copy to the cognizant Grants Officer, all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award. Sub recipients must disclose, in a timely manner, in writing to the OIG and to the prime recipient (pass-through entity) all violations of Federal criminal law involving fraud, bribery, or illegal gratuities potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 "Remedies for Noncompliance", including suspension or debarment. 4 Forward disclosures to: U.S. Department of State Office of Inspector General P.O. Box 9778 Arlington, VA 22219 Phone: 1-800-409-9926 or 202-647-3320 Website: <https://oig.state.gov/hotline>].

Publication for Professional Audience. Any publications or articles resulting from the award must acknowledge the support of the Department of State and include a disclaimer of official endorsement as follows: "This [article] was funded [in part] by a grant from the United States Department of State. The opinions, findings and conclusions stated herein are those of the author[s] and do not necessarily reflect those of the United States Department of State". The non-Federal entity must ensure that this disclaimer be included on all brochures, flyers, posters, billboards, or other graphic artwork that are produced under the terms of the award.

Branding and Marking Strategy. The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award: 1) Fully funded by the award: 'Gift of the United States Government', 2) Partially funded by the award: 'Funding provided by the United States Government'. Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer.

All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, should be marked appropriately overseas with the standard U.S. flag in a size and

prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

The Recipient should ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. Government or the U.S. Embassy. The Recipient may continue to use existing logos or program materials; however, a standard rectangular U.S. flag must be used in conjunction with such logos.

The U.S. flag may replace or be used in conjunction with the Department of State seal, the U.S. embassy seal, or other DOS program logos.

Sub non-Federal entities and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the Non-Federal entity.

As a condition of receipt of this assistance award, the U.S. Flag and MEPI logo must be included in a prominent or easily visible place on all materials published or mass produced under this award.

All materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this agreement, including but not limited to invitations to events, press materials, event backdrops, podium signs, etc. must be marked appropriately with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity.

In the event the recipient does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action.

In the event that any public communications are produced, funded by the Department of State, in which the content has not been approved by the Grants Officer, the communication must contain the following disclaimer:

“This study/report/audio/visual/other information/media product is made possible by the generous support of the American people through the United States Department of State. The contents are the responsibility of [insert Recipient name] and do not necessarily reflect the views of the Department of State or the United States Government.”