



## CALL FOR QUOTATIONS – DRIVER TRAINING

**Date:** 22/03/2024

**Project:** Lebanon Joint Procurement Initiatives

**Title:** Driver trainings service providers

**Reference:** LBN/HULO/2024-001

This Call for Quotations is open to all eligible service providers, in accordance with international humanitarian procedures and principles. The Service Provider will be contracted by the cooperative partners and will exclusively work for staff contracted by those organizations.

### **Context:**

The **Humanitarian Logistics Cooperative**, also known as “HULO”, is the first humanitarian European Cooperative Society (SCE) created in June 2021.

Hulo's objective is **to increase the impact of humanitarian aid** by strengthening links and solidarity between humanitarian logistics actors, as well as by improving performance through the pooling of logistics and supply chain resources and expertise. Hulo's "Joint Initiatives" are already underway in 5 countries (Burkina Faso, Central African Republic, DRC, Lebanon, and the Syrian Crisis) and include on the ground: Joint Procurement Initiatives (JPIs), Joint Human Resources Initiatives (JHRIs), a digital solution for pooling resources, Joint Transport Initiatives (JTIs), and Joint Environmental Initiatives (JEIs). At the global level (i.e., across Headquarters of hulo member organizations), hulo activities focus exclusively on Joint Procurement Initiatives. These initiatives save time and money, improve the quality of goods and services provided, and therefore provide more effective assistance to those who need it most.

Hulo is seeking service providers capable of conducting specialized training/s for the staff of its cooperative partners. Therefore, it launches this call for quotations on behalf of **ACTED, Federation Handicap Int, International Medical Corps, International Committee of the Red Cross, Legal Action Worldwide, Medecins du Monde, Premiere Urgence International, Plan International, Secours Islamique, SAMS Foundation, International Welthungerhilfe and World Vision International.**

### **Overall scope of work expected from the Service provider:**

The selected expert will be responsible for providing specialized theoretical and practical technical, safety and security trainings for NGOs operating in Lebanon. Trainings must be conducted in Arabic.

The training participants will be members of the NGOs present in Lebanon. The service provider is expected to calculate the price for **approximately 150 humanitarian aid workers.**

The service providers are expected to deliver the following one-day trainings:

#### **1. Road Safety Awareness Training:**

- Understanding the dynamics of movement within Lebanon.
- Familiarization with roads, route planning, and Standard Operating Procedures (SOPs).
- Identification and understanding of threats and risks associated with driving in Lebanon.
- Engaging in discussions and live scenario simulations covering checkpoints, protests, roadblocks, carjackings, violent assaults, threats, and armed clashes.
- Emphasizing driver ethics and responsible behavior.

- Introduction to basic vehicle systems and addressing malfunctions.
- Overview of basic traffic rules and road markings.
- Principles of safe driving practices.
- Techniques for driving under special conditions.
- Guidance on proper seating, understanding head restraints, recognizing car blind zones, and adjusting for mirror blind spots.
- Communication while driving, including hand signals, light indications, road sign interpretations, road lines, and traffic light signals.
- Safe overtaking procedures.
- Maintaining a safe following distance.
- Overview of general safety laws and regulations.

## **2. Basic Hostile Environments Security Awareness Training:**

- Understanding Security & Situational Awareness.
- Creation and adherence to Field Security Plans.
- Risk Assessment & strategies for Mitigation.
- Addressing Gender-Specific Risks in hostile environments.
- Developing one's Personal Risk Profile.
- Field Communication Skills.
- Medical Accident Control: procedures and precautions.
- Techniques for Dealing with aggression & aggressive individuals.
- Stress Management strategies for hostile environments.
- Field Safety Skills: effective procedures and precautions. Understanding Conflict dynamics and asymmetric warfare.
- Navigating Checkpoints & Roadblocks safely.
- How to respond during Active Shooting, Ambushes, and Carjackings. Addressing Civil Unrest: strategies and precautions.
- Realistic Simulations and Field Exercises for hands-on experience.
- Safeguarding oneself and managing stress in high-risk situations.

### **Key priorities:**

The service provided will be expected to produce the following deliverables:

1. **Trainings adapted to local context:** Sessions should be tailored to the Lebanese context, with a particular emphasis on the challenges and nuances faced by humanitarian organizations operating in the region.
2. **Experienced trainers:** Instructors must possess proven expertise in the relevant subjects and hold the necessary credentials to certify participants upon the completion of the training.
3. **Availability and flexibility:** The provider should be prepared to schedule trainings to suit the needs of various organizations and, if necessary, fine-tune the content to align with an organization's specific requirements.

### **Terms of reference:**

#### **1. Location:**

All trainings are to be conducted in Lebanon. The exact venues can be proposed by the service provider with consideration of providing venues in **Beirut/Mount Lebanon, Beqaa and North Lebanon** is an added value. Importantly, chosen locations should be conducive to facilitating the practical scenarios essential for the training. Furthermore, the venue must accommodate provisions for coffee breaks and lunch for all participants.

## **2. Pricing:**

- Prices should be inclusive of all costs associated with the training session such as venue rental, materials, equipment, and facilitator fees.
- The pricing model should be per person, per session.
- Details on the minimum number of participants required to conduct one session should be provided.
- Quotations should remain valid and fixed for one calendar year from the date of agreement.

## **3. Billing & Payment:**

Billing should be addressed to the name of the organizations participating in the training. Hulo will act solely as a facilitator in this process. Additionally, the service provider is expected to offer a minimum of **30 days** for payment terms.

## **Submission Requirements:**

Service providers interested in this opportunity should provide the following:

- **Company Profile:** A brief introduction to the company, its values, and past relevant experiences.
- **Detailed Proposal:** Outlining the curriculum, methodologies, and learning outcomes for each training module.
- **Supplier questionnaire:** Answering the outlined questions relevant to this call for quotations.
- **Price Quotation:** As per the terms mentioned above, in USD, excluding VAT.

## **Deadline & Contact:**

Interested service providers should express their interest by **22/04/2024** by sending their proposal to [tender@hulo.coop](mailto:tender@hulo.coop), mentioning "**LBN/HULO/2024-001**" - [Your Company Name].

After the deadline, all proposals will be reviewed by a panel from Hulo and its cooperative partners. Shortlisted applicants might be invited for a presentation or further discussion. The final decision will be communicated by **01/05/2024**.