

## CBPF-LHF Project (Invitation to Tender)

### Center Coordinator – AICA / CBPF-LHF PROJECT

Issued by:

Alawite Islamic Charity Association (AICA)

Eid Center, Alshamal Street, Jabal Mohsen, Tripoli, Lebanon

Website: [aica-lb.org](http://aica-lb.org)

- Reference No.: AICA/ITT/2025/CC/01
- Location: North & Akkar - Lebanon
- Date of Issuance: 17 February 2025
- Deadline for Submission: 24 February 2025 at 12:00 PM Beirut Time
- Opening of Submission: 24 February 2025 at 12:00 PM Beirut Time
- Announcement of Selected Applicants: 26 February 2025

## 1. Introduction

The Alawite Islamic Charity Association (AICA) is a non-profit organization dedicated to humanitarian aid, providing essential multisectoral services in education, food security, healthcare, livelihood, protection and community engagement. AICA is implementing an OCHA-funded project and invites qualified participants to submit bids for the position of Center Coordinator across four community centers.

## 2. Project Overview & Scope

AICA seeks four (4) Center Coordinators to respectively oversee each of the 4 community centers in the below areas:

1. Sahel Akkar (Between Talbire / Tal Hmayra)
2. Deir Amar
3. Mohajreen (Between Bab Al Tabbaneh / Jabal Mohsen)
4. Mina

The selected candidates will manage center operations, program coordination, community engagement, and reporting, ensuring compliance with OCHA's Localization Strategy and Accountability to Affected Populations (AAP) commitments.

### 2.1 Key Responsibilities

- Oversee daily management and operations of the assigned center.
- Ensure the center's activities align with OCHA's project objectives.
- Engage with targeted school directors and key local communities to integrate feedback into service provision.
- Supervise and support center staff, ensuring quality service delivery.
- Monitor and prepare reports in compliance with AICA and OCHA standards.
- Maintain ethical conduct, gender equity, and safeguarding protocols in all operations.

## 2.2 Contract Details

Contract Element	Details
Duration	11 months (Renewal subject to performance & funding availability)
Number of Positions	4 Center Coordinators (1 per center)
Compensation	\$600 / month per Coordinator (subject to 8.5% Non-Residential Tax deduction paid to the Ministry of Finance as per Lebanese labor law).
Location	North or Akkar

## 3. Eligibility Criteria

Criteria	Requirements
Education	Bachelor's degree in social sciences, Management, Education, Public Administration, or a related field (Mathematics, Arabic Literature, French / English Literature, Biology, Chemistry, Physics, Social Sciences Humanities, Specialized Education, or LT in Education)
Experience	Minimum 3 years of experience in project coordination, education management, or humanitarian programs, preferably within an NGO.
Compliance & Standards	Familiarity with education Sector Projects or UNICEF-funded projects like (MAKANI, DIRASA) is favored
Language	Fluency in Arabic and English is a must; French is an asset.
Computer Skills	Proficiency in MS Office (Word, Excel, PowerPoint) and reporting software (Example OdoERP).

Criteria	Requirements
Policies & Conduct	Must adhere to AICA's Code of Conduct, Safeguarding Policy, and OCHA's AAP Framework.

#### 4. Evaluation and Selection Process

Tenders will be evaluated based on the following criteria:

##### 4.1 Essential Criteria (Pass/Fail)

- Bidder Response Document (BRD) **signed and dated** document with the initials on each page in the document
- Term of Reference **signed and dated** document with the initials on each page in the document
- ITT document (this document) **signed and dated** document with the initials on each page in the document

##### 4.2 Acknowledgment of the Announced Salary (10%)

- BRD document dated and signed

##### 4.3 Capability Criteria (60%)

- Technical Proposal (40%)
- 2 References (20%)

##### 4.4 Social Responsibility Pledge for Education Team/Facilitators (10%)

- Signed and dated

##### 4.5 Interview Scoring (20%)

- Assessment of communication skills, problem-solving abilities, and leadership potential during the interview process

#### 5. Application Procedure

Interested applicants must submit:

1. Bidder Response Document (BRD) Form
2. Technical Proposal (CV, cover letter, certificate) attached
3. Acknowledgment of the Announced Salary in the BRD signed specifically.
4. Tax Identification Number (TIN) and compliance confirmation with Lebanese financial regulations (If applicable).
5. At least two (2) references from previous employers / NGOs.
6. Signed Social Responsibility Pledge for Education Team / Facilitators

#### 6. Submission Guidelines

- **Electronic Submission:** via email to [tender@aica-lb.org](mailto:tender@aica-lb.org) (subject: *ITT / CBPF-LHF Project / Center Coordinator – AICA*), it's a sealed inbox that is opened only at ITT opening day
- **Paper Submission:** Sealed envelope labeled "*ITT / CBPF-LHF Project / Center Coordinator – AICA*", submitted to AICA's headquarters.

## 7. Payment Terms & Tax Compliance

- Payments will be made via bank transfer to a valid account in Lebanon or by a bank letter.
- The selected candidates will receive a contract specifying tax deductions and payment conditions.

## 8. Contact Information

For questions or clarifications, please contact:

- Email: [proc.log.officer@aica-lb.org](mailto:proc.log.officer@aica-lb.org) Working Hours: Monday – Friday (8:00 AM – 5:00 PM Beirut Time), no later than 21 February 2025.

## 9. Safeguarding, Grievance Mechanism & Ethical Standards

AICA is committed to:

- Gender equity & protection – Center Coordinators must uphold AICA's Safeguarding & GBV Prevention Policies.
- Grievance Mechanism – Staff can submit complaints to Human Resource ([hr@aica-lb.org](mailto:hr@aica-lb.org)) regarding workplace concerns or disputes.
- Zero tolerance for Sexual Exploitation and Abuse (SEA), corruption & misconduct – Any violations will lead to contract termination and legal consequences.

## 10. Terms & Conditions

- AICA reserves the right to reject any or all bids without assigning reasons.
- The contract does not establish an employer-employee relationship with AICA; it is a consultancy-based engagement.
- Selected candidates must comply with AICA's Procurement Manual, HR Policies, Finance Regulations, and OCHA's Localization Guidelines once recruited

## 11. Due Diligence & Compliance Checks

AICA reserves the right to conduct **due diligence checks** on all potential service providers before finalizing any agreements. These checks will include:

1. **Background Verification:** Validation of the bidder's professional history, reputation, and previous experience.
2. **Sanction Vetting:** Ensuring that the bidder meets the required standards, including checks against global watchlists and PEP (Politically Exposed Persons) lists.
3. **Compliance Assessments:** Confirming that the bidder adheres to AICA's Child Protection Policy, PSEA guidelines, and all applicable legal and regulatory frameworks.
4. **Tax Compliance:** Ensuring that the bidder complies with local tax regulations and that all financial dealings are documented accurately.

Failure to comply with the due diligence process or submit necessary documentation may result in **disqualification** from the tender process.

## Affirmative Action & Equal Opportunity

AICA is committed to **fair and transparent selection**. The organization upholds strict **anti-discrimination policies** and **affirmative action measures** to promote diversity. We actively encourage applications from:

- Women
- Individuals with disabilities
- Underrepresented communities

Successful bidders will be required to **submit periodic reports** on financial spending, project progress, and other relevant data as outlined in the **contract terms**. All **payments** will be made in **accordance with AICA's financial policies**, including the use of **traceable bank transfers** for transparency.

## 12. Bidder Confirmation

By submitting a response to this Invitation to Tender (ITT), the bidder confirms the following:

1. The bidder has thoroughly read and understood the requirements outlined in this ITT document.
2. The bidder agrees to comply with all terms and conditions as set out in this ITT
3. The bidder acknowledges that failure to comply with any of the conditions in this ITT may result in disqualification from the tender process.
4. The bidder confirms that all information provided in the response is accurate and complete to the best of their knowledge.
5. The bidder accepts the fixed monthly rate of 600 USD, as specified in the ITT, and agrees to provide services under the terms outlined in this agreement.
6. The bidder commits to ethical standards and compliance with local laws, including any necessary documentation to verify legal status, tax compliance, and financial integrity.

Bidder Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## 13. For Official Use Only

Reviewed by AICA	Date	Comments