

CBPF-LHF Project (Invitation to Tender)

Community Engagement Volunteer (CEV) – AICA / CBPF-LHF PROJECT

Issued by:

Alawite Islamic Charity Association (AICA)

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

Website: aica-lb.org

- Reference No.: AICA/ITT/2025/CEV/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

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 **Community Engagement Volunteer (CEV)**.

2. Project Overview and Scope

AICA seeks **eight (8) Community Engagement Volunteers** to support **four (4) community centers** in the following locations:

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

Each center will have **two (2) volunteers** responsible for **community engagement, at-risk student follow-up, and implementing structured walk-in activities** for an **11-month period**.

2.1 Key Responsibilities:

- **Community Engagement & Student Retention:**
 - Identify at-risk students and coordinate their participation to ensure consistent engagement.
 - Communicate with caregivers in cases of absence to address attendance barriers.
 - Conduct outreach and mobilization efforts in coordination with school directors and community stakeholders.
- **Walk-in Activities for Psychosocial Well-Being:**
 - Organize and facilitate structured **walk-in activities** (arts, storytelling, recreational games) for visiting community children.
 - Ensure alignment with the **walk-in curriculum** and safeguarding principles.
 - Monitor participation and track engagement.

- **Delivery of Child Protection & Well-Being Awareness Sessions:**
- Conduct monthly tailored interactive child protection & well-being awareness sessions with children.
- Topics include **bullying prevention, online safety, personal safety, and PSEA (Protection from Sexual Exploitation and Abuse).**
- Promote inclusivity and child safeguarding in all activities.

2.2 Contract Details

Contract Element	Details
Duration	11 months (Renewal subject to performance & funding availability)
Number of Positions	8 Community Engagement Volunteers (2 per center)
Compensation	250 USD / month per CEV (Subject to 8.5% Non-Residential Tax deduction)
Location	North & Akkar, Lebanon

3. Eligibility Criteria

Criteria	Requirements
Education	High school diploma, technical school certification; training in community development, social work, or education is a plus.
Experience	Prior experience in community engagement, outreach, education, or volunteering preferred.
Language	Fluency in Arabic is required; English or French is a plus.
Skills	Strong interpersonal, communication, and organizational skills . Basic IT proficiency is preferred.
Policies & Conduct	Must adhere to AICA's Safeguarding & GBV Prevention Policies 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%)

- Confirmation of **USD / month salary** in the BRD **signed and dated**

4.3 Capability Criteria (60%)

- **Technical Proposal (40%)** (CV, Cover Letter, Certificates).
- **Two (2) References (20%)** from previous employers or NGOs.

4.4 Social Responsibility Pledge (10%)

- Signed commitment to **AICA's education team ethical guidelines**.

4.5 Interview Scoring (20%)

- Assessment of **communication skills, community engagement experience, and safeguarding knowledge**.

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 (subject: *ITT / CBPF-LHF Project / Community Engagement Volunteer Position - AICA*), it's a sealed inbox that is opened only at ITT opening day
- **Paper submission:** Sealed envelope labeled "*ITT / CBPF-LHF Project / Community Engagement Volunteer Position - 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.
- Selected candidates will receive a contract specifying **tax deduction and payment conditions**.

8. Contact Information

For questions or clarifications, please contact: Email: 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 – RSFs must uphold AICA's Safeguarding & GBV Prevention Policies.
- Grievance Mechanism – Staff can submit complaints to **Human Resource** (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 250 USD, as per MEHE's SOPs, 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: _____

Signature: _____

13. For Official Use Only

Reviewed by AICA	Date	Comments