*Version 1.0 /110621*

**INVITATION TO TENDER**

**Lebanon**

**08 May 2023**

**SCI Ref# PR294883**

**MENTAL HEALTH SUPERVISOR**

**SUBMISSION DEADLINE: 13:00 GMT+3 Lebanon ON 18 May 2023**

**QUESTIONS / CLARIFICATIONS : lebanon.tenders@savethechildren.org**

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g., volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *MENTAL HEALTH SUPERVISOR – ALL FIELD OFFICES* |
| **Outcome of Tender** | *Contract* |
| **Duration of Award** | *6 months from the date of signing the agreement* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 08 May 2023 |
| Deadline for questions from Bidders | 18 May 2023 |
| Deadline for Bid Submission | 18 May 2023 |
| Bid Clarifications | 24 May 2023 |
| Award Contact | 01 June 2023 |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

1. **Electronic Submission via ProSave (Preferable)**

* **If you are interested in submitting your bid through the system, please send an email to the following email address** [**lebanon.tenders@savethechildren.org**](mailto:lebanon.tenders@savethechildren.org) **Soon after you’ll receive an email to complete the Registration questionnaire.**

**To be able to access the link to the questionnaire, you need to register on the Ariba Network.**

* **Go to the Ariba Network** [**Link**](https://service.ariba.com/Supplier.aw/124678058/aw?awh=r&awssk=KehPPK1S&dard=1&ancdc=1) **and follow the process described in the attachment below to Register on the Ariba Network.**

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* **Once you have created your account and completed the Registration Questionnaire, you can participate to the event and submit your response in accordance to the guidance provided in the below document:**

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**Or;**

1. **Paper Submission**

* Two paper copies submitted on headed paper to Beirut, Furn El Chebbak, Tohwita, PIKASSO Building.
* The envelope should clearly indicate the Invitation to tender reference number PR-294883 but contain no other details relating to the bid or the bidder’s name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

**Or;**

1. **Electronic Submission via Email**

* Email should be addressed to Procurement Committee members at [**leb.procurement@savethechildren.org**](mailto:leb.procurement@savethechildren.org)
* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be “PR-294883 “Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **13:00 GMT+3 Lebanon ON 18 May 2023**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Procurement Committee members | lebanon.tenders@savethechildren.org |

Please be advised local working hours are 08:00 till 16:00 Please allow up to 48 hours’ days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

SC places the achievement of better outcomes for children at the center of our work. This aim is achieved by integrating mental health and psychosocial support for children, adults and staff members to ensure support is provided on the individual and household levels.

SC is hiring a consultant to support case management teams in their work with children and families through providing supportive supervision sessions to caseworkers and case management officers.

**Description of Responsibilities**

Within the scope of the assignment, the consultant is expected to provide biweekly supervision sessions (remote or in-person) to **Case Management teams** and **Psychologists** based on the below framework:

1. Ensure a safe and emotionally supportive environment that encourages self-reflection.
2. Promote a space for sharing, interacting and expressing emotions, thoughts and experiences.
3. Provide psychoeducation information relevant to children with child protection concerns in vulnerable communities.
4. Support case formulation to help caseworkers understand social and psychological factors that contribute to the vulnerability of children.
5. Provide technical supervision to psychologists based on a Cognitive Behavioural Therapy approach.
6. Encourage self-care and wellbeing practices.
7. Provide tips and self-help techniques.

**Deliverables specific to supervision for Case Management teams will be reviewed by the Mental Health and Psychosocial Support Specialist, Alternative Care Specialist and Child Protection Technical Advisor.**

**Deliverables specific to supervision for Psychologists will be reviewed by the Mental Health and Psychosocial Support Specialist.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Sub – Task** | **Contractual deliverable** | **Indicative delivery timeframe** |
| 1 | Supervision sessions for caseworkers from field offices (one group) | 12 - 14 biweekly supervision sessions | June to November 2023 |
| 2 | Supervision sessions for *Alternative Care* caseworkers from field offices (one group) | 12 - 14 biweekly supervision sessions | June to November 2023 |
| 3 | Supervision sessions for psychologists (one group) | 12 - 14 biweekly supervision sessions | June to November 2023 |
| 4 | Report on supervision sessions. | Report or supervision notes from each supervision session with the above groups:   1. Caseworkers 2. Alternative Care caseworkers 3. Psychologists | June to November 2023 |

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy and IAPG Code of Conduct. The bidder should read and sign T&C on page #... in the bidder response document and sign and stamp the attached documents. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | Bidders to confirm that they are not any prohibited parties or on Government blacklists. **(Bidders to submit a signed confirmation letter).** | **Yes / No** | **Comments** |
|  |  |
| ***3*** | Bidders must submit proof of expertise in at least three similar projects. **(Bidders to submit a confirmation letter)** | **Yes / No** | **Comments** |
|  |  |
| ***4*** | Bidder’s registration in Lebanon: Bidder to submit copies of company registration. | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | Bidder’s willingness to accept 50% payment to be paid (3 months) 50% payment to be paid after completion of service and report (3 months). **(Bidders to submit a confirmation letter)** | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Master’s degree or higher in Clinical Psychology, with a child and adolescent concentration. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | 10+ years’ experience in providing psychotherapy in clinical settings **(Cognitive Behavioural Therapy approach)** part of a multidisciplinary team with demonstrated experience in working with children and families | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | Understanding of case management processes, guidelines and procedures in the humanitarian context (understanding of Alternative Care processes is a plus). | **Yes / No** | **Comments / Attachments** |
|  |  |

## 

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS (60%)**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | **Timeline for completion of service, service expected to start on 1st of June till end of December 2023**  **Bidder to provide a timeline for each level, and to confirm the last working date.**  **Weightage (25%)** | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***2*** | **Methodology (approach) and the extent to which the proposed sample covers all concerned stakeholders sub tasks in the above table:**  **Weightage (25%)** | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | **Bidder has previous experience in clinical settings. Bidder to provide letter of recommendation, purchase order, contract.**  **Weightage (10%)** | **Bidder Response** | **Attachment(s)** |
|  |  |

## **SECTION 3 – COMMERCIAL QUESTIONS (40%)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **UNIT** | **MONTHLY QUANTITY** | **UNIT PRICE**  **USD** | **VAT** | **TOTAL PRICE** |
| MENTAL HEALTH SUPERVISOR | Person | 6 |  |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | | | |
| **Duration for which pricing can be fixed** | |  | | |

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Please refer to the above required doc in the above essential table | | | |  |
| **Capability Criteria Evidence** | | Please refer to the above required doc in the above capability table | | | |  |
| **Commercial Criteria Evidence** | | Please refer to the above commercial criteria | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |