**SCOPE OF WORK**

| Project Title | LINKED  |
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| Activity Title | Call for Consultants Specialized in (1) developing a governance structure of new cluster/organization and (2) building capacity of board members to discover fundraising opportunities |
| Project Location | Mount Lebanon and Bekaa |

1. **About Mercy Corps**

Mercy Corps exists to alleviate suffering, poverty, and oppression by helping people build secure, productive, and just communities. The agency pursues its mission through emergency relief services, sustainable community development, civil society and economic development initiatives. Mercy Corps has been present in the Middle East since the 1980s and currently has offices in Yemen, Lebanon, Palestine, Jordan, Syria, Iraq, Egypt and Libya. Working in Lebanon since 1993, Mercy Corps has implemented community development programs focused on promoting economic development and increased opportunity for disadvantaged communities, while responding to emergencies as they emerged in the country. In 2012, the program portfolio shifted in response to the massive refugee influx from Syria and Mercy Corps in Lebanon has solidified its emergency response programming while integrating longer-term development programming by focusing on key sectors: Protection, Water Sanitation and Hygiene (WASH), Governance and Conflict, and Livelihoods.

1. **About the Program**

In 2019, Mercy Corps, the Danish Refugee Council (DRC), Oxfam in Lebanon and Al Majmoua established the Consortium “Linking Vulnerable Populations and Inclusive Market Networks to Advance Sustainable Economic Development in Lebanon” - or “LINKED” - to contribute to sustained, inclusive and sustainable economic development in Lebanon.

With support from the European Union’s Madad Trust Fund (MADAD), LINKED intends to deliver an integrated livelihoods package comprising a series of mutually reinforcing and sequenced activities. On the one hand, it will aim to ensure vulnerable households have enhanced capacities to identify and pursue decent livelihood pathways and improve access to employment opportunities for vulnerable job seekers through enhanced marketable skills and linkages with employers. In parallel, it will seek to strengthen capacities of selected local businesses to provide decent, inclusive, and sustainable income generation opportunities.

1. **Description of the Required Services**

Mercy Corps is seeking a consultant, or a consultancy firm to assist two business clusters in the following: :

1. Designing the cluster governance structure by defining the roles and responsibilities of the board and cluster members
2. Assist the cluster board on how to identify fundraising opportunities
3. Connect the clusters to active donors
4. Draft 2 proposals for fundraising (per cluster)

Noting that both clusters will be launched in parallel.

1. **Number and Location of Clusters**

A cluster is a group of businesses that work together.

Cluster 1: Cosmetics Cluster in Mount Lebanon area

Cluster 2: Dairy Cluster in Bekaa area

1. **Required Tasks from the Service Provider (per cluster)**
2. Conduct a kick-off meeting with both clusters for general introductions, and to agree on an action plan with agreed timeline
3. Submit a detailed report to Mercy Corps with the an action plan based on the kick-off meeting
4. Develop a governance structure for the cluster while defining roles and responsibilities
5. Deliver rapid 1 day fundraising training to the board members
6. Connect or introduce board members to potential donors
7. develop 2 funding proposals

**6. Deliverables (per cluster)**

1- Workplan

2- Report 1: Governance structure

3- Report 2: 2 Proposals

4- Final completion report for Mercy Corps including a summary of all activities done

**7. Timeline**

The activity should be completed by June 15, 2023 the latest, where it is expected to be launched by mid/end-March 2023

**8. Budget**

Applicants should submit their budget as PER WORKING DAY fees and up to 30 working days for both clusters.

**9. Submittals**

1- **Company Profile** (detailing profile of the applicant and **highlighting specific experience in the topics mentioned above**)

2- **Consultant CVs** (CVs of consultants to be assigned to the project - do not send profiles of all firm consultants)

3- **List of similar projects conducted** (share only projects relevant to the topics to be addressed) - the list will include a briefing on the type of support given to the enterprises highlighting relevance to the tender) plus **List of references for similar projects conducted** (at least 3 references with names, phone numbers)

4- **Detailed budget:** Budget to be separate for each cluster**.**

5- **Time Frame** (should confirm that the consultant would not exceed June 15, 2023)

**11. Evaluation Criteria**

| **Criteria** | **Score** |
| --- | --- |
| Company Profile and Consultant CVs | 30 |
| List of similar projects conducted and references | 20 |
| Detailed Budget | 40 |
| Time frame  | 10 |
| **TOTAL** | **100** |