



**Islamic Relief Worldwide-Lebanon**

Islamic Relief Lebanon

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**Islamic Relief**  
Lebanon

**Tender No: IRL - T2025 - 005**

**Date: 30/01/2025**

**Location: Nationwide**

**Project Name: Improved health, WASH systems, services, dignity for vulnerable communities in Lebanon**

## **ABOUT ISLAMIC RELIEF**

Islamic Relief Lebanon office (IRL) is a humanitarian INGO and one of IRW's field offices dedicated to alleviating poverty and suffering in Lebanon. Islamic Relief first started working in Lebanon in 2006, providing those affected by the Lebanon war with food, clean water and essential household items. After the conflict, we continued working in Lebanon with focus on Food Security, WASH, Health, Shelter & NFIs, Livelihood and Education.

## **Summary of Project:**

The project seeks to meet the fundamental medical needs of the most at-risk communities by bolstering the capacity of public health centres and institutions.

The project will select a medical consultant to organize specialized training on different topics that will be provided to health and admin staff in 3 selected centers in Beqaa, Tripoli and Akkar according to their needs in order to enhance the capacity of healthcare facilities.



**Islamic Relief**  
Lebanon

Verdun, Saeb Salam Street,  
Kojok Center 4<sup>th</sup> floor & 5<sup>th</sup> floor  
Beirut, Lebanon

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فردان، شارع صائب سلام،  
سنتر كجك الطابق 4 و 5،  
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## 1. SUBMISSION OF QUOTATIONS

1. Issuance of Payment occurs within 15 days after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.

2. Bank fees when cheque withdrawn are on the account of the supplier.  
الرسوم البنكية عند صرف الشيك على حساب المورد

3. Prices must include VAT and it must be shown on the invoice.  
الاسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبينة على الفاتورة.

4. NO other form is accepted only this form must be filled by the prices and specifications, signed and stamped by the supplier.

5. Every supplier has to fill the request for quotation and place it in a closed envelope, signed and stamped on the envelope and submitted by hand in the locked box that's found beside the reception office at our office located, Verdun – Saeb Salam Street – Kojok Center 5th floor – Beirut – Lebanon. We do not accept any quotation by email.  
لن يتم إعتداد أي نموذج آخر غير هذا النموذج على أن يتم توقيعه و ختمه من قبل المتقدم لهذه المناقصة.

6. The tender will be closed on 10/02/2025 at 4:00 pm and any quotation will not be accepted after this time. Extended till 18/02/2025  
على المتقدم لهذه المناقصة ملء ، توقيع وختم هذه المناقصة ووضعها داخل مغلف مغلق مختوم وموقع على فتحة المغلف وعليه أن يضع هذا المغلف بيده في الصندوق المقفل الموجود بجانب مكتب الإستقبال في مكتبنا في فردان .

6. The tender will be closed on 10/02/2025 at 4:00 pm and any quotation will not be accepted after this time. Extended till 18/02/2025  
المناقصة سوف تغلق 2025/02/10 الساعة 4:00 ظهراً وأي مناقصة بعد هذا الوقت ستكون مرفوضة. ممد حتى 2025/02/18

7. Procurement department is the only responsible department, any inquiry for clarification must be received by IRW-Lebanon in writing to email (procurement@islamicrelief-leb.org) at least 3 days before the deadline for submission of tenders. IRW-Lebanon will reply to bidders' questions at least 2 days before the deadline for submission of tenders.

قسم المشتريات هو القسم المسؤول عن المشتريات والمناقصات وعلى المتقدمين للمناقصة أن يتوصلوا مع قسم المشتريات من خلال البريد الإلكتروني ( procurement@islamicrelief-leb.org ) لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان. فريق المشتريات يجيب خلال مدة يومين قبل اغلاق الاعلان.

8. Supplier must submit his legal papers with the request for quotation in the same envelope, in addition to a copy of the owner's ID, or his quotation will not be considered

على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بنفس مغلف المناقصة بالإضافة الى صورة عن هوية مالك الشركة.

9. Invoice must be official and legal.

الفاتورة يجب أن تكون قانونية بالكامل.





## Islamic Relief Lebanon

10. Prices must be in United states dollars. الأسعار بالدولار الأمريكي.
11. Prices include delivery to any place in Lebanon at any time requested.  
السعر شامل التوصيل الى أي مكان في لبنان.
12. CVs and/or portfolio to be submitted attached to the quotation.  
تقديم السيرة الذاتية مرفقة بالعرض المقدم.
13. Please take all the above notes into consideration, or your quotation will be disregarded.  
الرجاء أخذ الملاحظات الموجودة أعلاه بعين الإعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات.



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## 2. SERVICE REQUIREMENTS AND SCOPE OF WORK

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### Purpose:

IRL is committed to making a positive impact on the overall health and well-being of communities in Lebanon, by enhancing and strengthening the capacity of healthcare professionals in the hospitals targeted under the above-mentioned project.

IRL will engage qualified and specialized trainer(s) to deliver comprehensive training sessions on various health topics aimed improving knowledge, skills, health outcomes and competencies of healthcare professionals, and other relevant stakeholders by equipping them with up-to-date knowledge and practical skills.

- To conduct the baseline to assess the existing knowledge level of the participants
- To design and customize training material according to the knowledge level and needs of the participants
- Deliver training on the specified dates and timings
- Ensure that the mode of training is interactive and participatory in line with adult learning methodologies
- Conduct a post-test to compare the increase in knowledge level of the participants

### Scope of work/trainer's responsibilities:

- A- Design a comprehensive training curriculum after conducting a detailed baseline to understand the knowledge level and requirements of the participants:
  - **Patient Safety:** is the foundation of quality healthcare, the focus is on minimizing harm and preventing medical errors. Which may include medication safety (safe handling of high-risk medication), report errors immediately, patient safety protocols, sterilization techniques etc.
- B- Develop pre- and post-training assessment tools to measure knowledge and skill acquisition.
- C- Participant feedback and analysis
- D- Provide a comprehensive report on the training outcomes, including recommendations for further training needs.
- E- Prepare a participation certificate for the attendees

### Expected Outputs and Deliverables/ Role of the trainer(s):

- Prepare and distribute training materials, handouts, and resources
- Conduct training sessions using various interactive methods (workshops, practical demonstrations, group discussion)
- Ensure training is interactive, engaging, and adapted to the needs of participants
- Ensure all training resources are accessible and understandable to participants





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**Timeframe:**

One day training on each topic

**Attendees:**

- 6-10 attendees in Bekaa region
- 10-15 attendees in Akkar region

**Training location:**

- 6-10 attendees in Bekaa region
- 10-15 attendees in Akkar region

**Please keep in mind that not every attendee wants to attend all the training topics, trainees will be split according to the topics.**

**Application Process:**

Interested trainer(s) should submit the following documents:

- Cover Letter detailing the experience and background for the role
- A detailed portfolio (CV certificates and references): proven experience in delivering the training topics mentioned above.
- Proposal outlining the approach to the training including a draft curriculum and methodology that clarify the ability to develop comprehensive training materials.
- Financial proposal and proposed workplan
- Licensed and certified personnel(s) that includes qualifications, specialization and the major (scientific field) of the trainer.

**Please note that training logistics including securing the training venue, refreshments and lunch will be the responsibility of Islamic Relief team. However, trainer(s) will be responsible for their transportation or accommodation (if applicable).**



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### Main Deliverables

<b>Deliverable</b>	<b>Description</b>	<b>Timeline</b>
Plan of Activity	A detailed course content of each training, focal persons of trades and list of contact persons and meal menu.	To be attached along with the bid.
Delivery of Training	Delivery of training to beneficiaries as per agreed schedule with IRL. The selected service provider should also provide the beneficiaries with relevant written materials and handouts that would be helpful for them.	To be attached along with the bid. Approved and submitted the first day of training to beneficiaries.
List of trainees ranked by scores	A final list signed by each trainee ranked according to their scores based on the post assessment.	Within 2 weeks of training completion.
Certification	The selected service provider would award each beneficiary a certificate at the end of training who has satisfactory performance and minimum of 80% attendance.	By the end of the course.
Final Report	The final report should include details of the activities, participants' turnout ratio, results achieved, expected benefits of the activity and future recommendations for similar exercises.	Within 15 days of completion of the assignment





### 3. AWARD CRITERIA

The Technical Proposal shall clearly include, but not necessarily be limited to the following items:

- Introduction (including the trainer's /firm understanding of the required assignment).
- Qualifications and relevant experience of the trainer (attach CVs of proposed person/ team).
- Proposed approach and methodology to address the training outputs as specified in the Terms of Reference.
- Work plan including time frame and topics to be delivered over the 6 days (12 sessions)
- Two references (including telephone numbers) and web links (pictures and videos) to your previous work, if available.

The evaluation of Technical Proposals will be according to the following criteria:

Criteria المعايير	Scoring النقاط
Introduction (including the trainer's /firm understanding of the required assignment)	10
Qualifications and relevant experience of the trainer/firm and proposed team.	15
Proposed approach and methodology for conducting the assignment with preliminary time schedule.	15
Completeness and clarity of the proposal	5
Providing certification to the trainees	10
Check reference	5
Introduction (including the trainer's /firm understanding of the required assignment)	10
Qualifications and relevant experience of the trainer/firm and proposed team.	15
Proposed approach and methodology for conducting the assignment with preliminary time schedule.	15
Price	40
<b>Total</b>	<b>100</b>







**Agency Information:**

2	Name of Agency	
3	Name of the Owner and Partner	Owner:
		Partner:
		Partner:
3	Registered Office address	
4	Telephone Number	
5	Email	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
8	Proof of financial stability such as financial turnover of last three years or bank statement.	2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/>
		Bank Statement <input type="checkbox"/>
9	Company Structure including staff name and position in your Company and attached Passport for the Owner and the partners as well	Attached <input type="checkbox"/>
10	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years	

**Reference List**

Please provide details of 03 INGO/UN agency /any other entity for whom you have completed contracts for in the last 03 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / service provided to client			





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### Delivery Time

How many days, from the time of signing the Contract will it take you to start delivery?		عدد الايام ، من وقت توقيع العقد ، ستستغرق لبدء التنفيذ ؟
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<b>Complete Name of the Owner:</b>	
<b>Agency Name:</b>	
<b>Signature:</b>	
<b>Date &amp; Time:</b>	
<b>Contact Number / Address and phone number</b>	
<b>Agency Stamp</b>	



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## **Anti-Bribery and Anti-corruption**

**Bribery:** The offering, promising, giving, accepting or soliciting of money, a gift or other advantage as an inducement to do something that is illegal or a breach of trust in the course of carrying out an organization's activities.

**Corruption:** The misuse of entrusted power for private gain.

**Islamic Relief does not allow any of its people to behave in a corrupt manner whilst carrying out Islamic Relief's work. Islamic Relief people must not give or accept bribes or facilitation payments; nor give or accept inappropriate hospitality; and must always, in acting for Islamic Relief, have the highest ethical and legal standards.**

Islamic Relief has a zero-tolerance policy on anti-corruption and bribery. The rule is simple:

YOU MUST NOT OFFER OR ACCEPT BRIBES OF ANY KIND, WHETHER DIRECT OR INDIRECT.

The bribe can be of anything – be that money, inappropriate gifts or hospitality, kickbacks or facilitation payments – and of any value. The size of the bribe is irrelevant if its purpose is to influence your or their conduct in some way. A bribe is still a bribe even when it may appear normal practice in the country you are operating in.

The bribe can also be indirect as well as direct. Either way, it is still a bribe and you and/or Islamic Relief could commit a crime.

**This form should be signed by all staff and vendors to ensure the protection of our team and vendors and to show their high commitments towards this policy:**

**Name:**

**Position:**

**Signature:**



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## Child Protection Core Statement

**Islamic Relief believes that all children have a right to personal dignity and protection from abuse and it recognizes the special responsibility and duty of care it bears to create a safe environment for children within the projects and programmes it manages and supports. The interest of child safety and protection should be paramount to any other interest which might compromise it.**

تؤمن الإغاثة الإسلامية أن جميع الأطفال لهم الحق في العيش بكرامة، ولهم الحق في الحماية من أي شكل من أشكال الاعتداء، كذلك تأخذ الإغاثة الإسلامية على عاتقها مسؤولية حمايتهم وتوفير المناخ الآمن لهم في كافة أنشطتها. لذلك فإن الإغاثة الإسلامية تطلب من جميع الشركاء والموردين، ومن لهم أي علاقة بنشاطات الإغاثة الإسلامية أن يحترموا و يعملوا على رعاية وحماية الأطفال بشكل عام، بما في ذلك الإلتزام بتنفيذ سياسات وإجراءات فعالة لحماية ورعاية الأطفال وصغار السن من الإساءة والإستغلال بكافة أشكاله وبخاصة الحماية من الإساءة والإستغلال الجسدي، الجنسي، العاطفي، أو أي نوع آخر من الإساءة، وإعطائهم الحق في المشاركة في أية قرارات تتعلق بهم مع احتفاظهم بحقوقهم في التظلم في حالة تعرضهم لأي إساءة أو استغلال.



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## Supplier Code of Conduct

### 1 Islamic Relief's Supplier Code of Conduct

### 2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

#### Human Rights

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights;  
and

**Principle 2:** Make sure that they are not complicit in human rights abuses.

#### Labour

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

**Principle 4:** The elimination of all forms of forced and compulsory labour;

**Principle 5:** The effective abolition of child labour;

and

**Principle 6:** The elimination of discrimination in respect of employment and occupation.

#### Environment

**Principle 7:** Businesses should support a precautionary approach to environmental challenges;

**Principle 8:** Undertake initiatives to promote greater environmental responsibility;

and

**Principle 9:** Encourage the development and diffusion of environmentally friendly technologies.

#### Anti-Corruption

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.





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## Modern Slavery Policy

Dear vendor,

As you may already be aware of Modern Slavery Act 2015 and the importance of this to Islamic Relief and their operations around the globe. It is imperative that our suppliers are given as much information about modern slavery and that we both work together to help eliminate this within our supply chains nationally and globally and in each and every country in which we operate. The governance team here in the UK have designed a sensitization form (attached) that will provide suppliers information about Modern Slavery and help them understand this better and why this is very important for Islamic Relief.

We therefore kindly request that you read and understand the attached Modern Slavery Sensitization Form and confirm receipt of this. Once this has been read and understood we urge you to remove all forms of modern slavery from your premises, offices and the entire supply chain.

Islamic Relief may undertake an audit at any time and perform checks to ascertain that our suppliers adhere to this legislation and that there is no evidence of Modern Slavery within your business and premises.

We hope this will not deter you in supplying goods, services or works to Islamic Relief and trust you will support us in this noble task.

If there is any further information required then please do not hesitate to contact us.

Best Regards

**Procurement officer**

For further information on the Modern Slavery Act 2015 please refer to the website link below;

<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>



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