

**ACTED LEBANON**

Date: 29/11/2018

Tender N°: T/11DCZ/O98/FOE/BRT/PRG/29-11-2018

ACTED is requesting through this tender a company/consultant to provide detailed written offers for the supply of the following service:

**PRODUCT SPECIFICATIONS:**

1. Description: a group to perform an interactive performance on the topic of child protection in 5 neighbourhoods in greater Beirut and Mount Lebanon areas. The aim of this performance should be to raise awareness regarding child abuse, and identification of protection risks in the community
2. Service class / category: Interactive theatre performance services
3. Quantity/unit; The service will last for an estimated 2 weeks.
4. Location Beirut and Mount Lebanon areas.

**RESPONSIBILITIES OF THE CONTRACTOR:**

1. Terms of delivery: Specified in the terms of reference attached, deadline depending on contract signature for the consultancies
2. Date of delivery for: 2 weeks
3. Validity of the offer: 1 month

The answers to this tender should include the following elements:

- A written offer including all the consultancy specifications, the deliverable and price per deliverable
- Quotes should be inclusive of detailed VAT.
- A copy of the ID for national consultants.

**GENERAL CONDITIONS:**

1. The **closing date** of this consultancy is **06/11/2018 5.00PM Local Lebanon time**  
Tel: +961 01 324331  
emailed to : [lebanon.tender@acted.org](mailto:lebanon.tender@acted.org)  
Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
2. The offers must be submitted in **English** and prices must be expressed in **USD**.
3. **ALL THE PAGES** have to be signed stamped by the bidder.

The answers to this tender should include the following elements.

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

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



## OFFER FORM ACTED Lebanon

Date:

Tender N°: T/11DCZ/O98/FOE/BRT/PRG/29-11-2018

### To be Filled by Bidder (COMPULSORY)

#### Details of Bidding Company:

1. Company Name: ( \_\_\_\_\_ )
2. Company Authorized Representative Name: ( \_\_\_\_\_ )
3. Company Registration No: ( \_\_\_\_\_ )  
No/Country/ Ministry
4. Company Specialization: ( \_\_\_\_\_ )
5. Mailing Address: ( \_\_\_\_\_ )  
Country/Governorate./City/St name/Shop-Office No
- a. Contact Numbers: (Land Line: \_\_\_\_\_ )  
( / Mobile No: \_\_\_\_\_ )
- b. E-mail Address: ( \_\_\_\_\_ )

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.



### Children interactive theatre performance

#	<u>Specification</u>	<u>Deliverable</u>	<u>Quantity</u>	<u>Unit Price [USD] VAT excluded</u>	<u>Unit Price [USD] VAT included</u>	<u>Total Price [USD] (VAT excluded)</u>	<u>Total Price [USD] (VAT included)</u>
1	Children Interactive Theatre Performances (TOR attached)	sessions	10				

**ANNEX 1-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 1 BELOW PRIOR TO PRICING FOR DETAILS**

**BIDDER’S TERMS AND CONDITIONS:**

- Valid of the offer: \_\_\_\_\_ (recommended: 6 months or more)
- Terms of delivery: \_\_\_\_\_

Name of Bidder’s Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

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

**ANNEX -  
ACTED Lebanon  
Interactive theatre  
Terms of Reference**

### Executive summary

ACTED is looking for a group to perform an interactive performance on the topic of child protection in 5 neighbourhoods in greater Beirut and Mount Lebanon areas. The aim of this performance should be to raise awareness regarding child abuse, and identification of protection risks in the community.

### I. Aim of the performance

The interactive theatre should provide a theoretical framework and set of techniques to address the message to the target audience which are the children. The performance should allow the audience to transform the anticipated outcome of the theatre through participation in the actions of the performers.

### II. Project Background

This performance will be part of a project implemented by ACTED, which aims to provide integrated WASH, Shelter and Protection support to vulnerable urban neighbourhood residents. This includes training of community members on key protection issues, and addressing some of the main protection concerns identified by the community through community initiatives. The project aims to ensure the communities supported are better equipped to deal with protection concerns in the future.

### III. Target audience

The **target audience** include mixed groups (Syrian, Palestinians and Lebanese), divided into two age groups 5-8 and 9-13. Expected to have an audience of 25-35 people, 50-70 in each neighbourhood. The target audience will be composed of ACTED's program beneficiaries, and ACTED will be responsible for mobilization and outreach of the audience members.

### IV. Outputs expected

- Implement a performance of between 1-2 hours for each of the targeted groups, in each of five neighbourhoods in greater Beirut and Mount Lebanon areas.
- Ability to conduct two consecutive performances per day, one per group.
- Through the theatre scenes, present an issue of oppression (harassment and child protection), and then the audience members are encouraged to take part of the play in order to deal with the issue. In addition to the scene, it is encouraged to have a joker, which will act as a mediator between characters and audiences, which will push to providing solutions.
- Provide a timeline in which the performances and the rehearsal aligning with the event proposed (end of November)
- Provide the names and details of the actors and the joker
- Obtain the attendance list of the audience
- Provide a report summing what was done and how it was executed in addition to the audience interaction.

Indicative timeline for expected outputs:

Start Contract	of	December 10 2018
End Contract	of	December 25 2018

### V. Logistical support made available by ACTED

- ACTED staff will be available to provide information about project activities, guidelines and procedures throughout the consultancy period.
- The group will be accompanied by ACTED program team
- ACTED will ensure the venue and seating are secured

## VI. Eligibility Criteria

1. Previous experience in conducting interactive theatre exercises
2. Previous experience in dealing with the proposed subject (child protection)
3. Previous experience in dealing with diverse groups, and vulnerable individuals
4. Neutrality, positivity, and strong communication skills required
5. Applicants must be flexible and able to meet the deadlines

## VII. ACTED

ACTED has been present and registered in Lebanon since 2006, and currently operates through a Country Office in Beirut and a Field Office in Akkar. ACTED targets the most heavily impacted and socio-economically vulnerable areas, providing emergency response through cash transfers, WASH system upgrades and water quality response, protection monitoring and child protection activities and shelter improvements. ACTED also works closely with state and non-state actors to engage them as front liners in the response, while boosting local development through climate smart agriculture and support to enterprises and municipalities for job creation. For more information about ACTED's work in Lebanon, visit: [www.acted.org/en/lebanon](http://www.acted.org/en/lebanon).

**BIDDER'S ETHICAL DECLARATION - ACTED Lebanon**

Date:

Tender N°: T/11DCZ/O98/FOE/BRT/PRG/29-11-2018

Tenderer's name: \_\_\_\_\_

Tenderer's address: \_\_\_\_\_

**CODE OF CONDUCT:****1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their

wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **B. Environmental Standards**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

### **C. Business Behaviour**

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

### **D. ACTED procurement rules and regulations**

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

### **Operating Principles**

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

- Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
- Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
- Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
- Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
- Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
- Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:

- Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
- Assign responsibility for implementing the Code of Conduct to a senior manager.
- Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

- require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
- Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
- Avoid discriminating against enterprises in developing countries.
- Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.





# ACTED

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- seek arbitration in the case of unresolved disputes.

## Qualifications to the Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned [ \_\_\_\_\_ ], agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_