

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

Date:	9/13/2024
Campus:	Beirut
Title:	TL Retreat AY 2024-2025
Reference Number:	105824/7/8/9
Project:	TL XI, TL XII, TL XIII, TL XIV
Award Number:	1037 // 1134 // 1136 // 1195
Sponsoring Agency	MEPI TL program

Dear Sir/Madam,

The Lebanese American University (LAU) invites you to participate in the tender for the provision of professional services as detailed in the attached document.

Kindly submit your bid as per the detailed instructions and within the set deadline. Only bids submitted in conformity with the requirements of this tender will be considered.

LAU reserves the right to accept or reject all or any part of the quotation submitted.

This tender includes two sections: Section A detailing the solicited services, and Section B detailing the proposal submission method.

For inquiries or regrets, please respond back to the provided email address within the set period for clarifications. LAU reserves the right to amend or cancel this tender at any time.

Respectfully

Section A – Description of Required Professional Services

A1. Organizational Information

The Lebanese American University (LAU) is an American institution of higher education that has been operating in Lebanon since 1924, with initial roots as the first school for girls in the Ottoman Empire. Committed to serving Lebanon, the Arab world, and beyond, LAU offers diverse academic opportunities in the fields of arts and sciences, business, engineering, architecture and design, pharmacy, medicine, and nursing. The university is accredited by the New England Commission of Higher Education, Inc. (NECHE), and many of its academic programs have received accreditation from field specific organizations. LAU operates in two campuses, one in Beirut and another in Byblos.

A2. Project Synopsis

The LAU MEPI TL program will offer a series of competency-based workshops designed to enhance leadership and employability skills for undergraduate TL students. These workshops, held during two retreats (one in fall, one in spring), will provide practical skills that students can apply in their future careers. For each retreat, students will be offered two different areas of development, and students will opt for a track that aligns with their skill level, interests, and career goals.

A3. Project Objectives

We are in the process of recruiting 2 trainers to provide the following services to our TLU and TLG students for AY 2024-2025

- 1- Communication (Mid -November) Online
- 2- Critical Thinking (Mid November) Online
- 3- Networking Workshop (Mid November - Online)
- 4- How to Promote Yourself Workshop (January , 2025 - - Online)
- 5- Collaboration/Teamwork (February 2025) Physical
- 6- Entrepreneurship (February 2025) Physical
- 7- How to Handle Job Rejection Workshop (April 2025 -Online)

A4. Scope of Required Professional Services and Expected Deliverables

A- Plan for Retreat I (Fall 2024)

1. **Communication skill-building track** This workshop series will be in person on LAU premises, but it is possible to shift it online if needed.

Effective teaching time is 4.5 hours per day, plus breaks, resulting in a total of 9 hours of instruction over the two-day retreat. The daily schedule will be as follows:

- **9:00 am – 10:30 am: Session**
- 10:30 – 11:00 am: Coffee Break
- **11:00 AM – 12:30 PM: Session**
- 12:30 PM – 1:30 PM: Lunch
- **1:30 – 3:00 PM: Session**

This workshop series focuses on developing effective communication skills crucial for professional success. It employs a hands-on approach with interactive activities such as role-playing, group

discussions, and case studies. Participants will learn and practice active listening, persuasive speaking, conflict resolution, and digital communication. Sessions include:

- **Fundamentals of Effective Communication:** Understanding basic principles and overcoming barriers.
 - **Verbal and Non-Verbal Communication:** Mastering the differences and enhancing clarity.
 - **Communication Styles and Adaptability:** Adapting styles to different contexts.
 - **Conflict Resolution and Negotiation:** Using communication skills to resolve conflicts.
 - **Persuasive Communication and Influence:** Developing skills to influence others.
 - **Digital Communication and Professional Etiquette:** Utilizing digital tools and maintaining professionalism.
2. **Critical Thinking:** This workshop series will be held in person on LAU premises. However, it is possible to shift it online if needed.

Effective teaching time is 4.5 hours per day, plus breaks, resulting in a total of 9 hours of instruction over the two-day retreat.

The daily schedule will be as follows:

- **9:00 am – 10:30 am: Session**
- 10:30 – 11:00 am: Coffee Break
- **11:00 AM – 12:30 PM: Session**
- 12:30 PM – 1:30 PM: Lunch
- **1:30 – 3:00 PM: Session**

This workshop series is designed to enhance participants' analytical and decision-making skills. Participants will learn to question assumptions, identify biases, and employ logical reasoning through interactive activities like debates and problem-solving exercises. Sessions include:

- **Introduction to Critical Thinking:** Understanding its importance and barriers.
- **Analyzing Arguments and Information:** Evaluating the credibility of sources and arguments.
- **Identifying and Challenging Assumptions:** Recognizing and questioning underlying assumptions.
- **Logical Reasoning and Problem Solving:** Applying logical techniques to solve problems.
- **Recognizing Cognitive Biases:** Identifying and mitigating biases.
- **Developing and Communicating Well-Reasoned Arguments:** Constructing evidence-based arguments.

Plan for Retreat I (Spring 2025)

1. **Collaboration/Teamwork (February 2025):** This workshop will be held in person on LAU premises with the possibility of shifting online.

Effective teaching time is 4.5 hours per day (equivalent to three 1.5-hour sessions per day), plus breaks, resulting in a total of 9 hours of instruction over the two-day retreat. The daily schedule will be as follows:

- **9:00 am – 10:30 am: Session**
- 10:30 – 11:00 am: Coffee Break
- **11:00 AM – 12:30 PM: Session**

- 12:30 PM – 1:30 PM: Lunch
- **1:30 – 3:00 PM: Session**

This workshop aims to build effective teamwork skills through interactive activities like role-playing exercises and collaborative problem-solving tasks. Participants will learn communication, problem-solving, conflict resolution, and leadership within team settings. Sessions include:

- **Introduction to Teamwork Competencies:** Understanding key competencies for teamwork.
- **Effective Communication in Teams:** Developing clear communication skills.
- **Problem-Solving and Decision-Making:** Applying techniques in team contexts.
- **Conflict Resolution and Negotiation:** Managing and resolving conflicts.
- **Building Trust and Accountability:** Fostering trust and accountability in teams.
- **Leadership and Followership in Teams:** Demonstrating effective leadership and followership skills.

2. **Entrepreneurship (February 2025):** This workshop will be held in person on LAU premises with the possibility of shifting online. The dates are not flexible.

Effective teaching time is 4.5 hours per day (equivalent to three 1.5-hour sessions per day), plus breaks, resulting in a total of 9 hours of instruction over the two-day retreat. The daily schedule will be as follows:

- **9:00 am – 10:30 am: Session**
- 10:30 – 11:00 am: Coffee Break
- **11:00 AM – 12:30 PM: Session**
- 12:30 PM – 1:30 PM: Lunch
- **1:30 – 3:00 PM: Session**

This workshop equips participants with the skills to start and manage a business. Through activities that promote critical **thinking** and creativity, participants will learn opportunity recognition, strategic planning, financial management, marketing, and innovation. Sessions include:

- **Introduction to Entrepreneurship:** Understanding fundamentals and importance.
- **Opportunity Recognition and Ideation:** Identifying and evaluating business opportunities.
- **Business Model Development:** Developing sustainable business models.
- **Market Research and Validation:** Conducting research and validating ideas.
- **Financial Management and Planning:** Understanding financial concepts and projections.
- **Pitching and Presentation Skills:** Developing persuasive communication skills.

B- Career Readiness Workshops:

These workshops will be held online. The dates and times are assigned as per below.

1. Networking Workshop (November, 2024 - From 5:00 PM- 7:00 PM - Online)

The “Networking” workshop equips participants with skills for effective networking, focusing on communication, relationship-building, and personal branding. Participants learn to initiate conversations, build connections, and maintain professional relationships through interactive activities and guided discussions. Facilitators provide guidance, feedback, and practical examples.

2. How to Promote Yourself Workshop (January, 2025 - From 5:00 PM- 7:00 PM - Online)

The "How to Promote Yourself" workshop encourages participants to showcase their skills and accomplishments confidently. Through practical activities and discussions, attendees learn to craft personal narratives, use social media for self-promotion, and network effectively. Facilitators offer guidance and feedback to help build strong personal brands. Key topics include personal branding, identifying strengths, leveraging social media, and effective networking.

3. How to Handle Job Rejection Workshop (April, 2025 - From 5:00 PM- 7:00 PM - Online)

The "How to Handle Job Rejection" workshop helps participants navigate the emotional challenges of job rejection. Through discussions, exercises, and guidance, attendees learn coping strategies and resilience techniques to stay motivated and confident. The facilitator supports participants, fostering a space for reflection and growth to empower their career journey.

A5. Period of Performance

The selected service provider will perform the services starting November 15th, 2024, to be completed no later than April 4, 2025.

Work may only start after LAU issues a purchase order.

A7. Location of Performance

All services must be completed at the following location: LAU and Byblos Campus

Section B – Proposal Submission

B1. Deadline for Submission and Schedule

Proposals, as per set requirements henceforth, are required no later than **November 8th, 2024** midnight

When proposals are due by email, the system-generated timestamp of the received email will be considered as the time of the proposal submission.

B2. Changes to this Tender

LAU reserves the right to cancel this tender at any time.

Furthermore, LAU reserves the right to modify this tender at any time prior to the submission deadline.

A public notice will be released to that effect and LAU may consider, up to the discretion of the University, an extension of the deadline for the proposals submission.

B3. Eligibility of Bidders

Bidders to this request for proposals may be:

- Individuals;
- Single organization;
- Consortium of organizations;
- Group of individuals.

All bidders must ensure - that at the time of the submission of their proposal - they are not bankrupt, suspended, debarred, sanctioned, and/or subject to legal proceedings that may affect their course of business or their insolvency. Bidders with proven conflict of interest will be disqualified.

Individual bidders (if individual application is allowed) must clearly indicate their Ministry of Finance (MOF) Tax ID number and provide a copy of their registration at the MOF, specify their full street address and phone number, and submit a copy of their ID. Firms must present a copy of their commercial registration, commercial circular, and VAT certificate as applicable.

B4. Required Qualifications

LAU is looking for qualified bidders who demonstrate the following experience:

- At least five years of documented and directly relevant experience in documentary development;
- A degree in communication arts is required, and a MA is preferable;
- Demonstrated experience working on advocacy and campaigning issues;
- Proven familiarity with gender and women issues;
- Ability to deliver project on time and within budget.

B5. Proposal Requirements, Submission & Language

The bidder is expected to present two proposals separately: (1) a technical one, and (2) a distinct financial one, with each proposal through its separate submission. The technical proposal must **not** contain any budgetary or financial information. The financial proposal must be put on official letterhead of the bidder and duly signed and sealed. The financial proposal must include all information confirming the eligibility of the bidder including the Ministry of Finance Tax Number, VAT Number, registration number and date, and any other documents listed under B3 as applicable. The financial proposal must clearly show costs distinctly as they relate to the specific tasks and deliverables under A.4, and clearly any applicable taxes, VAT, overheads, etc.

Only one offer will be accepted by a single bidder.

All proposals must be developed in English unless otherwise clearly specified under particular sections. The proposals must be sent as follows, noting that proposals submitted by means other than as specified below will be rejected:

If the before-VAT total amount of the offer is Not more than \$5,000: Electronically by email as per instructions under B6 and B7 and no later than the set deadline as per set instructions in this tender.

If the before-VAT total amount of the offer is more than \$5,000: In Hardcopy in sealed envelopes to be received by LAU at the specified address and no later than the set deadline as per set instructions in this tender.

Address to receive the hardcopy proposals:

Procurement Office, University Services Building, Level 4 (2nd floor), LAU Beirut campus

Proposals submitted by means other than as specified above will be rejected.

B6. Technical Proposal Requirements

The technical proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead (if the latter is available):

Resume of Bidder (if individual bidder)

Company profile (if company)

Detailed technical proposal covering at least the following areas:

Background

Proposed Implementation Methodology

Monitoring and Evaluation

Timeline

- Overview of Deliverables
- Team Qualifications
- Organizational Chart reflecting team working on the project
- Overview of Relevant and Demonstrated Past Experience
- Risks and Contingency Plans
- Other requirements as specified here:

Bidders are expected to include any relevant experience that would help LAU understand better the bidder's expertise and capacities, including but not limited to:

- Sample work completed with at least three different clients;
- Three independent references including names, contacts (phone and email), position, organization name, and summary of work completed for each reference.

Submission instructions of the technical proposal:

- For electronic submissions (i.e. if the before-VAT total amount of the offer is Not more than \$5,000):
 - 1- The technical proposal must be bound into a single PDF file with a cover page on official letterhead (if the latter is available), duly signed by an authorized signatory and stamped with your seal. The technical proposal must not include any financial information related to the costing of the assignment.
 - 2- The PDF file must be named: Technical Proposal – Bidder's Name – Title / Reference Number (as per cover page of this RFP document).
 - 3- The PDF file must be submitted in a separate email to layal.kabalan@lau.edu.lb with the following subject: Technical Proposal – Bidder's Name – Title / Reference Number (as per cover page of this RFP document).
- For hardcopy submissions in a separate sealed envelope (i.e. if the before-VAT total amount of the offer is more than \$5,000):
 - 1- The technical proposal must be presented in a single binder in a sealed envelope clearly marked "Technical Proposal – Bidder's Name – Title / Reference Number (as per cover page of this RFP document)".

The technical envelope must not include any financial information.

B7. Financial Proposal Requirements

The financial proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead (if the latter is available):

- Bio-data sheet for individual(s) consultant as per required form
- Detailed financial proposal with breakdown of costs per unit, deliverable and task as requested in the table under section A.5, and reflecting clearly and distinctly any applicable taxes or additional charges.

Other required documents with the financial proposal:

- Copy of the MOF registration;
- Copy of the commercial registration (firms);
- Copy of the VAT registration (firms).

Submission instructions of the financial proposal:

- For electronic submissions (i.e. if the before-VAT total amount of the offer is Not more than \$5,000):
 - 1- The financial proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed by an authorized signatory and stamped with your seal.
 - 2- The financial offer must clearly indicate the validity of the offer (to be at least 60 calendar days) as per terms of this request for proposal;
 - 3- The PDF file must be named: Financial Proposal – Bidder's Name – Title / Reference Number (as per cover page of this RFP document).
 - 4- The PDF file must be submitted in a separate email to layal.kabalan@lau.edu.lb with the following subject: Financial Proposal – Bidder's Name – Reference Number (as per cover page of this RFP document).

For hardcopy submissions in a separate sealed envelope (i.e. if the before-VAT total amount of the offer is more than \$5,000):

The financial proposal must be duly signed by an authorized signatory, stamped with your seal, and presented in a single binder in a sealed envelope clearly marked “Financial Proposal – Bidder’s Name – Title / Reference Number (as per cover page of this RFP document).

B8. Costing

All costs must be presented in United States Dollars (USD). All tasks and deliverables listed in section A.4 must be priced clearly and distinctly. As reflected earlier, bidders who are subject to VAT should reflect clearly and separately the VAT in their financial proposal.

Payment will be made via bank transfer.

Errors in the budget are the sole responsibility of the bidder and may result in disqualifications. Alterations to the bid after its submission are not allowable. LAU reserves the right to request clarifications as needed.

All costs must be reasonable, realistic, allowable, and allocable to the work being undertaken and based on demonstrated daily rates.

If the bidder intends to offer any discount or special price, such offers must be clearly made at the proposal stage within the financial proposal only.

When applicable, bidders are encouraged as well to reflect any special discounts or price applicability for higher quantities, such as the price to complete a particular deliverable, and the additional price for any additional deliverable.

LAU will not cover the cost of any pre-award costs related to the preparation of proposals under this bid and therefore any bidder presenting a financial offer requesting the coverage of pre-award costs will be rejected.

Technical elements that are not costed in the financial proposal will be considered as free of charge, thus bidders are expected to pay attention to the list of tasks and deliverables as per section A.4. LAU reserves the right to reject an incomplete offer. The financial offer must clearly reflect and detail each deliverable distinctly and separately.

B9. Evaluation Criteria

Proposals will be evaluated as follows:

- 1- Administratively for compliance and eligibility, and completeness of the overall offer, and reference checks as appropriate and applicable. Bidders who are not deemed eligible will not be given the chance to proceed to the technical and/or financial evaluation;
- 2- Technically for merit, qualifications, years of experience, previous experience, as outlined and required in this tender document, along with the proposed timeline, approach, and considerations as outlined in the technical proposal;
- 3- Financially for clarity, completeness, allowability, reasonableness, discounts or other arrangements, comparison to other eligible and qualified bidders, comparison to LAU’s financial expectation.

LAU will make the final award based on:

Best value for money combining demonstrated and proven technical merit with cost effectiveness. LAU reserves the right to award to the bidder that does not have the lowest bid if there is proven higher benefit to the University;

Lowest Price.

B10. Questions and Clarifications

For inquiries or regrets, you may reach out to the following: layal.kabalan@lau.edu.lb

All questions must be received before October 31stcotober2024 in Beirut time. Questions sent after this deadline will not be addressed.

No bidder shall communicate directly with LAU staff concerning this tender. All communications must be in writing only, within the open period for questions, and to the specified email only. Other forms of communications may be grounds for dismissal or any submitted proposal.

Answers to appropriately received questions will be shared with all bidders if there is any additional and relevant information that helps in developing the proposals.

B11. Proposal Validity and Withdrawals

Proposals must be valid for at least 60 days, which should be reflected in the financial proposal.

Bidders may withdraw their bids at any time after submission by sending a written notice to the address specified under section B10. Nonetheless, bidders may not change or edit their proposal after submission even if their proposal is submitted earlier than the deadline.

B12. Late Submissions

Proposals submitted after the official deadline as set in this tender will not be considered and will be rejected.

B11. Award

LAU may award one or multiple bidders. LAU also reserves the right to break down the deliverables and make a partial award to a bidder based on a partial list of services out of the full list of deliverables under A.4. Accordingly, financial offers must clearly reflect each deliverable separately by presenting a clear breakdown of costs in the financial proposal for each deliverable distinctly. Only the shortlisted/selected bidder(s) will be contacted. LAU will make an award in writing only. LAU expects to make an award within the validity period. Additional documents may be required from the shortlisted bidder(s) prior to award to demonstrate proof of eligibility.

B12. Terms and Conditions

LAU will apply the specific terms and conditions to any resulting service agreement out of this tender based on the sponsoring agency requirements and regulations.

It is worth noting that the service provider has no direct communication with the sponsoring agency during implementation and LAU is considered the source of direction, guidance and decisions only.

All information submitted by bidders under this tender is considered confidential as per LAU's applicable policies and procedures and will not be released publicly.

Any interference by a bidder in the tender process at any stage whether to influence or alter a decision making process will result in immediate disqualification of the bidder.

LAU performs business related to this tender in writing only and therefore, any communication related to this tender, received proposals, and resulting decisions are communicated – as applicable - solely in writing.