

## REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

<b>Date:</b>	1/24/2024
<b>Campus:</b>	Beirut
<b>Title:</b>	Videography services
<b>Reference Number:</b>	99308
<b>Project:</b>	Resilience and inclusive politics in the Arab region
<b>Award Number:</b>	
<b>Sponsoring Agency</b>	Carnegie Corporation

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,

The Arab Institute for Women

## 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.

The Arab Institute for Women (AiW), previously known as the Institute for Women’s Studies in the Arab World (IWSAW), was established in 1973, building upon the Lebanese American University’s rich history as a school for women. At that time, it was the first such institute in the Arab world and it remains the only one of its kind in Lebanon. It is also among the first globally. The institute advances women’s empowerment and gender equality nationally, regionally, and globally through research, education, development programs, and outreach. The AiW works at the intersection of academia and activism.

### A2. Project Synopsis

This project aims to analyze the multifaceted impacts of Lebanon’s concurrent crises—the economic meltdown, the Port of Beirut Blast, the COVID-19 pandemic and its aftermath, and protracted government paralysis on vulnerability and resilience in Lebanon.

This project adopts an innovative theoretical and practice-oriented approach by twinning together the literature and practitioner strands of resilience on the one hand and inclusive politics on the other, an endeavor that has so far only been marginally undertaken in the MENA region.

At this juncture, the project seeks to unpack a two-fold question at the heart of **state-society relations in the MENA region**: How can MENA region societies successfully react to recurrent threats of instability, repression and marginalization? At the same time, what are the top-down or bottom-up strategies that can be deployed to promote new kind of inclusive cross-, anti-, or multi-sectarian identities? It also seeks to bridge alternative perspectives among academics and policy makers and practitioners pertaining to the aforementioned challenges. This disparity in perceptions is often further complicated by an extra layer of influence by western policy makers and international agencies.

### A3. Project Objectives

The project is built on the overarching research design that building resilient societies that can successfully mitigate conflicts, threats and adversities in the MENA region is tightly linked to key variables such as:

- Developing and sustaining inclusive governance mechanisms that enable “all people – including the poor, women, ethnic and religious minorities, indigenous peoples and other disadvantaged groups” to “participate meaningfully in governance processes, and influence decisions that affect them;”<sup>1</sup>

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<sup>1</sup> UNDP, Towards Inclusive Governance: Promoting the Participation of Disadvantaged Groups in Asia-Pacific, 2007 [http://www.asia-pacific.undp.org/content/rbap/en/home/library/democratic\\_governance/towards-inclusive-governance.html](http://www.asia-pacific.undp.org/content/rbap/en/home/library/democratic_governance/towards-inclusive-governance.html)

- Developing strategies that help foster cross-, anti-, multi-sectarian/ethnic/tribal identities.

To that end, the project bridges theoretical and practice-based methodologies on resilience and inclusive governance, and tests their relevance in the context of a number of MENA states and societies. To do so, it will triangulate a multi-pronged academic, advocacy, and policy-oriented approach.

#### A4. Scope of Required Professional Services

The video production company/expert who will be hired is expected to create six videos to unpack the content of the white paper produced and provided by the AiW on “custody and guardianship issues in personal status codes in Lebanon”. The company/expert will need to gather the opinions of the experts on these issues as well. The service provider who will be hired will coordinate with the AiW team in order to create the videos in accordance with the plans in place.

The videos will be posted online on social media platforms.

#### A5. Expected Deliverables

The bidder is expected to provide the following deliverables:

Task	Deliverable	Terms and Conditions	Delivery Schedule	Quantity
Six short videos fit to be used on social media within the context of this project. The videos should be between 1 or 2 minutes each.	<p>The producing company/expert shall submit the six finalized videos after consulting with the AiW team.</p> <p>Two out of the six videos will be infographic video clips, around 1 minute each exploring the issues raised by the produced white paper.</p> <p>Four out of the six videos will be interviews with different experts and stakeholders, around 2 to 3 minutes each and will be conducted during the stakeholders meeting organized by the AiW at LAU-Beirut.</p>	<p>The videos should be finalized by May 2024.</p> <p>Selected consultant must take into account stakeholder’s recommendations in the process of developing the videos.</p> <p>Selected consultant shall submit all developed materials to AIW.</p> <p>A first draft must be submitted for initial review by the AiW and a final draft must be submitted based on the AiW’s comments and feedback.</p> <p>The documents shall be submitted electronically to LAU.</p>	<p>The service provider shall submit a 1<sup>st</sup> draft 3 weeks after the signature of the service agreement (end of March 2024), 2<sup>nd</sup> draft 3 weeks after the submission of the 1<sup>st</sup> draft, and a final draft 2 weeks after the receipt of all the comments if needed.</p>	Raw data + detailed report addressing and including at least all the above under A4.

		<p>All requirements should be met in regards to the infographics, editing, story board, script and voice over. The AiW will be providing the findings of their research and all information required.</p> <p>All videos need to be edited for social media use (Facebook, Instagram, X, and AiW website).</p> <p>All videos need to be in Arabic with English subtitles.</p> <p>All materials used need to be copyright and delivered to the future use of the AiW at LAU.</p> <p>The expert shall abide by LAU's <a href="#">Visual</a> and <a href="#">editorial</a> guidelines.</p>		
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**A6. Period of Performance**

The selected service provider will perform the services starting 15 February 2024 to be completed no later than end of April 2024. Work may only start after LAU issues a purchase order.

**A7. Location of Performance** Location of performance is in Lebanon.

**Section B – Proposal Submission**

**B1. Deadline for Submission and Schedule**

Proposals, as per set requirements henceforth, are required no later than Wednesday, February 7, 2024 at 4:00 p.m. Beirut local time.

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 as well 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.

Bidders must present a copy of their commercial registration, commercial circular, and VAT certificate as applicable.

[keep or delete this section] Other required documents include the following:

- the filled in and signed “Know Your Supplier” form
- the bidder’s complete banking details, ink stamped by the bank

### **B4. Required Qualifications**

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

- The bidder must have already successfully produced a similar video production (resources and references should be submitted with the proposal).

### **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.5, and clearly any applicable taxes, VAT, overheads, etc.

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

- If the total amount of the offer is Not more than \$5,000: Electronically by email to [layal.kabalan@lau.edu.lb](mailto:layal.kabalan@lau.edu.lb), as per instructions under B6 and B7
- If your total offer is above \$5,000.00 then you should send your bid in a sealed, closed, and stamped envelope by hand to LAU Beirut, Procurement Office, University Services Building, Level 4, Room 4301 marked “Video Production”.

Address to receive the hardcopy proposals:

Procurement Office, University Services Building, Level 4 (2<sup>nd</sup> 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.
- Other documents as listed under section B3 above.

Submission instructions of the technical proposal:

- For electronic submissions (i.e. if the 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 sealed. 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 – Company Name – Title / Reference Number (as per cover page of this tender).
  - 3- The PDF file must be submitted in a separate email to [layal.kabalan@lau.edu.lb](mailto:layal.kabalan@lau.edu.lb) with the following subject: Technical Proposal – Company Name – Title / Reference Number (as per cover page of this RFP document).
- For hardcopy submissions in a separate sealed envelope (i.e. if the 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 – Company Name – Title / Reference Number (as per cover page of this RFP)”.
  - 2- 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):

- 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 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 sealed.

- 2- The financial offer must clearly indicate the validity of the offer (to be at least 60 calendar days) as per terms of this tender;
- 3- The PDF file must be named: Financial Proposal – Company Name – Title / Reference Number (as per cover page of this tender).
- 4- The PDF file must be submitted in a separate email to [layal.kabalan@lau.edu.lb](mailto:layal.kabalan@lau.edu.lb) with the following subject: Financial Proposal – Company Name – Reference Number

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

- 1- The financial proposal must be presented in a single binder in a sealed envelope clearly marked “Financial Proposal – Company 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 under the table in section A.5 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 of the amounts before VAT will be made via “Fresh” bank transfer, and payment of the VAT amounts will be made in LBP via bank transfer, within 4 to 6 weeks after completion.

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 for conducting Option one at 3,000 interviews, and then the price for Option Two for conducting 5,000 interviews.

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.5. 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 among the prices of the Bidders that meet the minimum technical requirements.

### **B10. Questions and Clarifications**

For inquiries or regrets, you may reach out to the following:

[layal.kabalan@lau.edu.lb](mailto:layal.kabalan@lau.edu.lb)

All questions must be received by Friday, February 2, 2024 at 4:00 p.m. Beirut local time. Questions sent after the 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.5. 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.



