

# Request for Proposals

for

## Carpentry and Wood Consultancy Services

Under the

### Promoting Sustainable Livelihoods (PSL) Activity

#### 1. Background

The PSL activity is a USAID-funded project implemented by RMF over the course of five (5) years, ending September 16, 2025 and aims to improve the livelihoods of residents of target municipalities through training, technical assistance, infrastructure rehabilitation, and marketing, and improve and upgrade existing assets in their municipalities. The PSL goal is to sustain the livelihoods of 31,500 households across seven (7) clusters joining 105 municipalities in the North, Beqaa, South, and Mount Lebanon areas. RMF is implementing PSL in partnerships with local and international organizations with diverse specialties including: 1. The Lebanese Maronite Order (OLM); 2. The Maronite Foundation of the World (MFW); 3. The Association for Forests, Development and Conservation (AFDC); 4. the Michel Daher Social Foundation (MDSF); 5. The Atayeb Al Rif (AAR) Cooperative; 6. NoGarlicNoOnions (NGNO); and, 7. Keylime.

#### 2. Scope of Work

Under the PSL activity the Carpentry and Wood Consultant Scope of Work comprises:

##### ***Design of the carpentry and wood related interventions:***

1. Conduct on-site technical visits and assessments to determine the specific required needs for the carpentry and wood sector in targeted areas under PSL.
2. Design activities / interventions to support the existing carpentry businesses in the targeted areas in engaging in new techniques and technologies to improve their production which will increase the livelihoods of the local community residents in the carpentry and wood sector.
3. Provide concept notes including project description, main activities, impact (short term and long term) and number of beneficiaries, timeline and preliminary budgets for the proposed interventions within their domain of expertise.
4. Develop a comprehensive project proposal document (Detailed Project description and activities, feasibility study, impact (short term and long term) and number of beneficiaries, detailed timeline, equipment and tools listing and specifications and detailed budget) for intervention related to the carpentry and wood sector.

##### ***Products development for the carpentry and wood interventions:***

5. Follow up with all concerned stakeholders on the implementation of the carpentry and wood interventions.
6. Create and develop products for the carpentry and wood interventions.

***Training and capacity building related to carpentry and wood sector:***

7. Identify training needs related to the carpentry and wood sector and deliver relevant capacity building workshop sessions and training to the local communities.
8. Elaborate operation and management plan for the carpentry and wood interventions in close collaboration with PSL projects' implementing parties (i.e., municipalities, stakeholders and their respective partners, project committees, beneficiaries, potential operating parties, and others).

***Other services needed within their domain of expertise and under the carpentry and wood sector:***

9. Conduct field visits as needed in addition to meetings with key for proper collection of data and assessment and for adequate concepts elaboration and execution of interventions.
10. Participate in PSL Consortium meetings as needed to present and discuss their findings, proposed interventions and technical recommendations within their domain of expertise.
11. Participate in the suppliers' technical evaluation as part of RMF procurement procedure to ensure that the selected supplier and equipment are conform to the set specifications and design. This includes review and technical evaluation of the submitted offers and offered equipment / machinery in addition to answering all technical inquiries / clarifications by the suppliers during the procurement process.
12. Follow up with municipalities / stakeholders on proper management and operation of interventions /projects, upon request from RMF.
13. Coordinate closely with RMF and its partner(s) to ensure proper implementation of PSL activity and work on providing solutions to possible problems encountered during course of implementation, upon request from RMF.
14. Collaborate with RMF at the field level to engage municipalities and local and national private sector actors.
15. Ensure proper documentation of all tasks/studies/trainings completed under the PSL activity.

**3. Working Relationships**

The Consultant shall report to and receive overall policy guidance from the RMF PSL Grants Manager. He / she shall work closely with the RMF PSL Grants Manager and together they will plan key support services and activities as required.

**4. Title of Property**

All outputs produced by the Carpentry and Wood Consultant under this Scope of Work, including, but not limited to data, materials, writings, reports, outlines, drafts, any other materials or deliverables, is the intellectual property of RMF.

**5. Qualifications**

- At least 8 -10 years of professional experience in the carpentry and wood sector and familiarity with wood industry trends;
- Graduate studies (university or technical institutes) in the field of carpentry and wood or machinery engineering or other related fields;
- Excellent knowledge of the latest updated techniques and technologies related to the carpentry and wood sector;
- Exceptional woodworking skills and knowledge of different types of wood;

- Ability to read blueprints and schematics;
- High attention to detail and excellent hand-eye coordination;
- Excellent communication skills in Arabic and English;
- Ability to work in a team in a multi-cultural environment;
- Analytical and problem solving skills with the ability to produce accurate facts, figures and reports;
- Strong communication & interpersonal skills;
- Excellent skills in written and spoken English, and in spoken Arabic.

**6. Technical and Financial Proposal**

1. The technical proposal shall include:
  - Resume.
  - Reference list of similar outputs delivered.
2. Financial proposal, as per the following tables:

Service	Proposal (USD)
Daily Rate Cost  One day is equivalent to 8 working hours	

The Financial proposal shall mention terms of payment.