



LEBANON REFORESTATION INITIATIVE (LRI)

REQUEST FOR PROPOSAL

Gender expert
(RFP/19-06)

RFP Release Date:	June 12, 2019
Performance Period:	June 2019 – July 2019
Proposal Submission Deadline:	June 21, 2019
Question/ Inquiry Submission Deadline:	June 19, 2019

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I. INTRODUCTION

A. ORGANIZATION BACKGROUND

The Lebanon Reforestation Initiative (LRI) is a Lebanese NGO registered at the Ministry of Interior and Municipalities under no. 1186 on 18 June 2014 and had started as a project launched in 2010 by the United States Forest Service (USFS) Office of International Programs (IP) through the support and funding of the United States Agency for International Development (USAID).

One of LRI's currently implemented project is the "Livelihoods in Forestry" project funded by USAID. The project aims at improving sustainable forestry activities through the establishment of models for economic forestry and forest-related rural tourism. One of the project components is focused on engaging women in forestry-related activities.

II. PURPOSE

The "Livelihood in Forestry" (LiF) project funded by USAID is based on the theory that rural communities, which sustain their forest resources, will have improved livelihoods through economic benefits of seasonal job creation and workforce development in reforestation if they are supported to 1) have good governance over their shared resources; 2) participate in forest conservation activities; 3) improve their skills in forest management and 4) establish forest-related economic activities.

Under the context of LiF, LRI seeks to hire a gender expert to conduct 5 days of awareness sessions for different stakeholder groups in North and Rachaiya regions, **in the purpose of mainstreaming gender and women participation into forestry-related interventions** (e.g. reforestation, forest fire prevention, forest management, ecotourism, agroforestry, forest protection and conservation, use and processing of non-wood forest products, among others). The results of the gender analysis recently conducted under LiF shall be the basis for the preparation of the sessions. Sessions shall be tailored to tackle the identified gaps and opportunities of different stakeholder groups in different communities.

A. SCOPE OF WORK

Within this RFP, the gender expert is expected to submit an illustrative methodology and tools used to prepare and conduct gender awareness sessions based on which the candidate will be shortlisted. The shortlisted candidates will be invited for a meeting to further discuss their proposal and how it fits into the project objectives.

The selected gender expert shall develop the awareness sessions content/modules and materials in collaboration with LRI's gender focal point through preparatory work planning / agenda setting meeting(s) and shall be together with LRI's gender focal point facilitating the sessions in a participatory approach with the target community groups. The content of the sessions shall ensure the achievement of the following main objectives:

- Understanding of the basic gender concepts (gender roles, gender equity/equality, etc...)
- Understanding of gender dynamics in the context of forestry interventions
- Understanding the importance of gender mainstreaming for effective participation of men and women in forestry interventions
- Develop gender mainstreaming strategies in forestry interventions (for municipality projects)
- Develop practical tools for improved gender integration in forestry interventions (for community members)

B. DELIVERABLES

1. Develop the detailed work plan and agenda for the gender awareness sessions;
2. Develop the tools needed for the sessions (exercises, materials, evaluation forms, pre/post-tests etc...);
3. Conduct together with LRI's gender focal point 5 days of awareness sessions in target communities;
4. Report the gender awareness sessions results and how objectives were achieved.

III. CONTRACT MECHANISM & TERMS OF PAYMENT

LRI anticipates issuing a *service agreement* to the Service provider.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical (methodology and tools) and cost of illustrative proposals (daily rate, or rate per session). Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Shortlisted offerors will be invited for a meeting to further discuss their proposal and how it fits the project



objectives. LRI reserves the right to request additional information to support the proposed methodology and its implementation. Interested Offerors must provide the following:

1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following:

- a. Clear CV
- b. Cover letter showing previous experience in the subject matter in the target regions
- c. Technical proposal submitted in response to this RFP
- d. Documentation to verify licensure (MOF registration certificate, etc.)

2. COST PROPOSAL

Offerors will submit a proposed illustrative budget (daily rate, rate per sessions, or other) with their proposals in a separate, sealed envelope (or separate file, if submitting via email) labeled "Budget Proposal." The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in US Dollars or LBP; please label your budget with the name of the currency. LRI reserves the right to request any additional information to support detailed cost and price.

3. REFERENCES

Please include three client references and contact information. References should have worked with your organization within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. The technical and price proposals shall be separately bound and identified as such (or sent via email). Each volume shall be clearly identified with the RFP number and the Offeror's name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP to:

Lebanon Reforestation Initiative	
Jdeideh, Pierre Amine Gemayel Street, Abi Habib Shaaya & Azar Building, 2nd floor	
Attention:	Hiba El Hachem
Email:	hhachem@lri-lb.org



Faxed offers are not acceptable.

- All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

	Contractual	Technical
Name:	Hiba El Hachem	Mireille Jazi
Email:	hhachem@lri-lb.org	mjazi@lri-lb.org

- Lebanon Reforestation Initiative will not compensate Offerors for their preparation of responses to this RFP.

V. CRITERIA FOR EVALUATION

LRI will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

- Impactful CV/ Relevant experience (Background in forestry, agriculture or other relevant field is a plus, experience in the target region is a plus) – 30%
- Methodology and tools – 30%
- Financial proposal – 20%
- Professionalism and personality – 20%

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. Shortlisted Offerors will be invited to a meeting to further discuss their proposals. A contract will be offered to the responsible Service Provider whose proposal follows the RFP instructions and is judged to be the most advantageous to LRI.

VI. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at LRI as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. Shortlisted Offerors will be invited for a meeting to further discuss their proposals. A preferred service provider will be chosen and formally notified. A formal contract will be negotiated with the selected service provider and, if endorsed, the Offeror will begin work on the project.

VII. TERMS AND CONDITIONS

A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to LRI or its employees/agents, or if it is in the best interest of LRI.

B. MODIFICATION OF RFP REQUIREMENTS

LRI retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. LRI reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

LRI may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. LRI may reserve the right to waive any minor discrepancies in a proposal.

LRI reserves the right to issue an award based on the initial evaluation of proposals without discussion. LRI also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. VALIDITY OF PROPOSAL



Proposals submitted shall remain open for acceptance for *60 days* from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

F. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in *Lebanon*, (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management to perform the contract
- Satisfactory records of performance history, integrity and business ethics

G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of LRI and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

VIII. ATTACHMENTS

Appendix A: Technical Proposal Submission Sheet



APPENDIX A. TECHNICAL PROPOSAL SUBMISSION SHEET

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Technical Proposal:	
RFP Number:	
RFP Title:	
Service Provider	
Service Provider Phone	
Service Provider Email	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is ____ days/weeks/months from the time and date of the submission deadline.