

REQUEST FOR Trainers

Date:	5 October 2021
Campus:	Beirut
Title:	Trainers
Reference Number:	
Project:	Violence Counts! Strengthening Arab Regional Capacity to Collect Data on Violence Against Women
Award Number:	
Sponsoring Agency	UN Women

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 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 – Solicited 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 Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC), 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 (previously Institute for Women’s Studies in the Arab World) at the Lebanese American University was established in 1973 to focus on advancing women’s empowerment and gender equality through research, education, development programs, and outreach at the national, regional and international levels.

A2. Project Synopsis

This project is funded by UN Women and WHO and is currently being implemented by the AiW in collaboration with the Global Women’s Institute (GWI) and the George Washington University for the purpose of creating and piloting an online capacity-building program to build the technical capacity of participants to conduct VAW prevalence studies in the Arab States. These participants will be researchers and staff of national organizations, including but not limited to national statistics offices, national women’s machineries, researchers, students, civil society.

3. Project Objective

The capacity to collect these prevalence data must be strengthened in the Arab States region to widen the limited pool of researchers who can collect these data in a high-quality, ethical way.

This request for proposal responds to the first objective of the project, formulated as follows:

- An online capacity-building program to build the technical capacity of participants to conduct VAW prevalence studies in the Arab States. These participants will be researchers and staff of national organizations, including but not limited to national statistics offices, national women’s machineries, researchers, students, civil society.
- A pilot of this capacity-building program with stakeholders for several national organizations in the Arab States region.

A4. Scope of Required Services

The consultant(s) is to support the preparation of the curriculum, the course materials and resources for this training, and teach the pilot. The project expects to hire up to five consultants who will collaborate together and with the AiW and the GWI teams to put together a comprehensive training curriculum on data collection on Violence Against Women (VAW) prevalence. The consultant(s) will use the already existing materials and resources provided by the AiW and GWI to create the capacity-building program. The training program will be delivered to stakeholders of several national organizations in the Arab States region. AiW reserves the right to contract any number of consultants and assign any number of deliverables, partially or fully, as set in section A.5.

A5. Expected Deliverables

The consultant(s) shall coordinate with the other trainers engaged under this assignment, the AiW and GWI teams as well as the Technical Advisory Group (TAG) to create and deliver a capacity-building training on data collection of VAW prevalence in the Arab region. In addition, the consultant(s) shall create evaluation tools of the training to evaluate the first delivery of the training materials. After the delivery of the capacity-building program, the consultant(s) shall evaluate and amend the training based on the comments and feedback received the from trainees and the project’s team.

The offeror/consultant is expected to provide the following deliverables noting that AiW reserves the right to contract any number of tasks partially or fully to a particular consultant:

Task	Deliverable	Terms and Conditions	Delivery Schedule	Quantity
<p>Coordinate with the project team as well as the other trainers selected to put together the work plan for the creation of the training curriculum.</p>	<p>Work plan created inclusive of the topics and materials that each trainer will cover. The project expects to hire up to five consultants who will collaborate together and with the project team to put together a capacity building curriculum.</p>	<p>The consultant will need to attend and coordinate with the AiW and GWI team. The work plan needs to be approved by the project team and needs to be inclusive of the detailed timeline for the finalization of the training curriculum and the evaluation tools.</p>	<p>Within two weeks post contract signature</p>	<p>One work plan including the exact deliverables of the trainers. The estimated work load for this task is up to six working days max.</p>
<p>Support creation of the sessions and the materials to be used within the context of the training to be delivered.</p>	<p>The documents including the materials and resources that would be used in the delivery of the training.</p>	<p>The consultant shall submit the draft documents and materials for the review and comments of the project team and then the final documents in M/S Word of PowerPoint format after receipt of all comments and reviews</p> <p>Training topics to be developed may include the following:</p> <ul style="list-style-type: none"> • key terms and concepts related to violence against women and girls (VAWG) • ethical considerations of researching VAWG • developing a research strategy • quantitative approaches to researching VAWG • qualitative approaches to researching VAWG • organizing fieldwork • using research for action (research uptake) • additional topics as needed <p>Each chosen consultant will cover one or two topics related to data collection on prevalence of Violence Against Women in the Arab region. The total duration of the training is for three weeks and</p>	<p>The draft documents shall be submitted three weeks post finalization of the work plan.</p> <p>The final documents shall be submitted one week after receipt of all comments and reviews from the AiW, GWI as well as the Technical Advisory Group.</p>	<p>One folder inclusive of all materials and resources. The estimated work load for this task is up to two working days.</p>

		will be delivered online. The trainees will include but will not be limited to national statistics offices, national women's machineries, researchers and civil society organizations (around 25 trainees).		
Support development of an evaluation tools and measuring instruments.	The consultant shall submit an advocacy campaign after consulting with the AiW team on the activities that need to be implemented and based on the two meetings and reports developed under the tasks above.	The consultant shall develop measuring instruments to measure the change in participants' technical capacities. The measurements tools and instruments will include pre and post-tests to assess knowledge gained, and evaluation forms to improve the course. The measurement instruments will have the purpose of assessing the change in the knowledge of the participants and will allow the team amending the training materials to find gaps and amend not only based on the evaluation made by the participants but also on what information they retained and what information was lacking after the training.	The consultant shall submit a draft along with the materials and resources and a final version following the receipt of reviews and comments from the project team and the TAG.	One document including all evaluation and measurement tools. The estimated work load for this task is up to two working days.
Deliver the training	The consultant shall deliver the capacity-building program created as per the division of tasks and deliverables between him/her and the other hired trainers.	The consultant shall deliver the training based on the materials and resources that he/she prepared. In addition, the consultant shall conduct the evaluations of the training. Each chosen consultant will cover one or two topics related to data collection on prevalence of Violence Against Women in the Arab region. The total duration of the training is for three weeks and will be delivered online.	The consultant shall submit a report containing at least the topics covered and the evaluations based on the measurement instruments and tools used.	One report submitted one week after the finalization of the training. The estimated work load for this task is up to four working days.
Submit the revised materials and resources	The consultant shall submit the revised materials and resources based on the evaluation conducted during the implementation of the training.	The consultant shall submit the amended documents in a draft format two weeks after submission of the evaluation report for the final review and comments of the teams working on the project. The consultant shall submit the final version of the materials one week after receipt of all the comments in M/S Word of PowerPoint Format.	Final training materials to be used in the next training one month after the submission of the evaluation report.	One folder inclusive of all materials and resources for the training. The estimated work load for this task is up to two working days.

A6. Period of Performance

The selected offeror will perform the services starting October 2021 to be completed no later than October 2022.

Work may only start after LAU issues a purchase order.

A7. Location of Performance

All services must be completed at the following location: electronically, with possible discussions and meetings online or at the AiW's Beirut office for locally based consultants (no travel costs are allowable).

Section B – Proposal Submission

B1. Deadline for Submission and Schedule

Proposals, as per set requirements henceforth, are required no later than 4 November 2021, 15:00hrs (Beirut time).

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

B2. Changes to this Tender

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

Such cancellation may be made by through a notice at the same site where the tender was released.

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 Applicants

Applicants to this request for proposals may be:

Individual consultants only.

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. Offerors/bidders with proven conflict of interest will be disqualified.

Individual applicants 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, 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.

Organizations must present a copy of their commercial registration and VAT certificate as applicable.

Other documents are required.

Most updated CV

Financial offer in U.S. Dollars in PDF format duly signed, dated and stamped by the service provider, with detailed cost breakdown per deliverable.

Filled-in biodata sheet

B4. Required Qualifications

LAU is looking for qualified eligible applicants who demonstrate the following experience:

- Masters degree in relevant field of study (law, legal studies, gender studies, labor...) with proven track records of projects/reports/consultancies;
- At least 5 years of experience working on data collection and preferably data collection related to Violence Against Women prevalence data;
- Demonstrated experience in developing and conducting trainings;
- Demonstrated experience in research and data collection methods;
- Proven proficiency in spoken and written English and Arabic ;
- Experience working with funded projects is desirable;
- Excellent communication and editorial skills;

- Understanding of the Arab region's situation and context is essential.

B5. Proposal Requirements, Submission & Language

The offeror is expected to present two proposals separately, a technical one, and a distinct financial one (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 offeror and duly signed and stamped. The financial proposal must include all information confirming the eligibility of the offeror including the Lebanese Ministry of Finance Tax Number if applicable, VAT Number, registration number and date and any other documents listed under B3 as applicable. The financial proposal must clearly show costs distinctly and clearly related to Taxes, VAT, overheads, etc.

Only one offer may be submitted by a single offeror.

All proposals must be developed in English unless otherwise clearly specified under particular sections.

The proposals must be sent as following (applicable as ticked only):

- Electronically by email as per instructions under B6 and B7

B6. Technical Proposal Requirements

The technical proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead:

- CV of offeror
- Detailed technical proposal covering the following areas:
 - Background
 - Proposed Implementation Methodology
 - Monitoring and Evaluation
 - Timeline
 - Overview of Deliverables
 - Overview of Relevant and Demonstrated Past Experience
 - Other requirements as specified here:
- Sample work completed with at least three other clients;
- Three independent references including names, contacts (phone and email), position, organization name, and summary of work completed for each reference.
- Copy of the MOF registration if applicable;

Submission instructions of the technical proposal (ticked as applicable):

- For electronic submissions, The technical proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory. The technical proposal must not include any financial information related to the costing of the assignment.

- 1- The PDF file must be named: Technical Proposal – Expert name – Reference Number (as per cover page of this RFP).
- 2- The PDF file must be submitted in a separate email to the designated email address with the following subject: Technical Proposal – Expert name – Reference Number

B7. Financial Proposal Requirements

The financial proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead:

- Bio-data sheet for individual(s) consultant as per required form
- Detailed financial proposal with breakdown of costs per unit (day), reflecting clearly and distinctly any applicable taxes, and showing the estimated number of days per activity, and cost per activity as listed under A.5. Given that the training days may vary, and given that AiW may contract any number of services listed in A.5 partially or fully, the offeror is expected to specify as well their training daily rate, which will be used as basis to calculate final costs.

Submission instructions of the technical proposal (ticked as applicable):

- For electronic submissions, Applicable, RFP allows electronic submission:

- 1- The financial proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory.
- 2- The financial offer must clearly indicate the validity of the offer as per terms of this request for proposal;
- 3- The PDF file must be named: Financial Proposal – Company Name/expert name – Title (as per cover page of this RFP).
- 4- The PDF file must be submitted in a separate email to the designated email address with the following subject: Financial Proposal – Company Name/Expert name – Title

The proposals must be submitted to the following email: vacancy.proc@lau.edu.lb

B8. Costing

All costs must be presented in U.S. Dollars, As reflected earlier, offerors who are subject to VAT should clearly and separately reflect 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 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 expected workload per task, and daily rates as proven through a record of salary history/past performance (bio-data sheet).

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

LAU will not cover the cost of any pre-award costs related to the preparation of proposals under this bid and therefore any offeror 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. LAU reserves the right to reject the 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. Offerors who are not deemed eligible will not be given the chance to proceed to the technical and/or financial evaluation;
- 2- Technically for merit, completeness of all tasks and deliverables, feasibility of approach (if required), timeline, and meeting the required qualifications and capacity;
- 3- Financially for completeness, allowability, reasonableness, 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 offeror that does not have the lower bid if there is proven higher benefit to LAU;

Lowest Price

B10. Questions and Clarifications

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

joanna.fayad@lau.edu.lb ;

No offeror shall communicate directly with LAU staff concerning this request for proposal. All communications must be in writing, within the open period for questions, and to the specified email only.

LAU will not hold a pre-bid meeting.

All questions must be received by 1 November 2021 at 2 p.m. Questions sent after the deadline will not be addressed.

Answers to the questions will be shared with all bidders if there is any additional and relevant information.

B11. Proposal Validity and Withdrawals

Proposals must be valid for at least: 60 days.

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

B12. Late Submissions

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

B11. Award

LAU may award one or multiple offerors. LAU also reserves the right to break down the deliverables and make a partial award to an offeror based on a partial list of services. 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 shortlisted/selected offerors 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 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 offerors under this tender is considered confidential as per LAU's applicable policies and procedures and will not be released publicly.

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

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 solely in writing.