



ACTED

Request for Quotation ACTED Lebanon

Date:

Tender N°: *T/11DDG/E17/JOB/BRT/PRG/27-07-2018/001*

Details of Bidding Company:

1. Company Name: (_____)
2. Company Authorized Representative Name: (_____)
3. Company Registration No: (_____)
No/Country/ Ministry
4. Company Specialization: (_____)
5. Mailing Address: (_____)
Country/Governorate./City/St name/Shop-Office No
 - a. Contact Numbers: (Land Line: _____)
/ Mobile No: _____)
 - b. E-mail Address: (_____)

I undersigned _____, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.



#	<u>Specification</u>	Deliverable	Quantity	<u>Unit Price [USD] (VAT excluded)</u>	<u>Unit Price [USD] (VAT included)</u>	<u>Total Price [USD] (VAT excluded)</u>	<u>Total Price [USD] (VAT included)</u>
1	Job placement services (provide opportunities that are in line with constraints beneficiaries may face such as time constraints, cultural barriers, geographical limitations)	Per job placement	50				

ANNEX 1-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO TOR BELOW PRIOR TO PRICING FOR DETAILS

PS:

- The service will be paid per individual placed into a job/provided an income generating activity
- Interested candidates are requested to send their offer to lebanon.tender@acted.org with a copy of their ID and their CV

BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

TERMS OF REFERENCE

Job Placement Services

1. ABOUT ACTED

ACTED is an international NGO that has been registered in Lebanon since 2006. It has an established country office in Beirut as well as a field office in Akkar. More recently, it has been carrying out activities in the South and in Tripoli.

ACTED responds to emergency and development needs through a community driven approach which focuses on engagement and capacity building of local civil society and local authorities, with the aim of promoting accountable governance and civic engagement. Moreover, ACTED in Lebanon seeks to support private sector actors to become the key drivers in Lebanon's economic development with the goal of raising the living standards of Lebanese and refugee households, and improving the coping capacity of local communities.

2. PROJECT BACKGROUND

Vulnerable individuals often struggle to access livelihoods-related information and services. Limited employment opportunities and employment-related skills trainings are offered to vulnerable populations. Therefore, ACTED has developed a Technical and Vocational Education and Training (TVET) program for vulnerable populations offering trainings in IT, English, Solar energy, plumbing, food processing, sewing, Hybrid Electrical Vehicles (HEVs) and decorative construction. Beneficiaries will also benefit from access to job counselling services, practical information about accessing the job market, as well as apprenticeships and job placements facilitated through service providers.

3. Job placement Objectives:

The Job Placement service provider will be responsible for liaising with potential employers and identifying suitable job vacancies or other income generating opportunities, and matching them with beneficiaries based on their profiles, experiences and expectations and to identify the most suitable employment opportunities for each individual. Where necessary, the service provider will support the individual to customize CVs through one-on-one sessions as relevant and support in applying for roles. The focus area will be Mount Lebanon, Beirut, Chouf/Aley, Saida and Tripoli. Meetings between the consultant and the beneficiaries are to take place in the following social development centers depending on the location of each group of beneficiaries (Al Minieh, Bebe Tebbaneh, Al Mazraa, Sin el Fil, Bourj Hammoud, Al Ghobeiry, Borj el Barajneh, Hay el Solom, Al Chiah, Al Werdaniyeh, Barja, Baysour and Saida). The meetings will be facilitated by ACTED.

The beneficiaries of the target programme are mainly vulnerable women with little or no previous work experience. ACTED has provided trainings in basic English and basic IT, as well as life-skills sessions. The employment/income generation opportunities are expected to include a wide range of sectors including retail, administrative work, opportunities with NGOs, and work in services sector such as food and beverage sector etc. The service provider is expected to develop a complete understanding of beneficiary motivations and profiles with help and input from ACTED staff who have been working with them for approximately 1 year, and provide opportunities that are in line with constraints beneficiaries may face such as time constraints, cultural barriers, geographical limitations, etc. The service will be paid per individual placed into a job/provided an income generating activity.

4. Duties and responsibilities:

- Identify employment opportunities in line with beneficiary skills and expectations.



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- Guide beneficiaries towards the most suitable employment opportunity through one-on-one counselling, support to draft and update CV, interview preparation, advice on further skills development etc.
- Achieve the targeted job placements by August 31st 2018

Required competencies

1. Proven experience in providing job counselling and placement services.
2. Demonstrated understanding of the Lebanese job market and Lebanese labor laws
3. Previous experience working with blue-collar jobs strongly preferred
4. Previous experience working with NGOs is preferred

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____