



AFDC

Association for Forests,
Development & Conservation
جمعية الثروة الحرجية والتنمية

Request for Consultancy

GIS and Planning Consultant

RFC #: 012-2021-GIS

RFC Release Date:	February 3, 2021
Performance Period:	March 2021 till September 2021 - With a potential of contract renewal
Proposal Submission Deadline:	February 12, 2021 at 5:00PM

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1. Project Title

Promoting Sustainable Livelihoods – PSL Project

2. Project Background and Objectives

Lebanon is a country with rich and diverse natural, archeological, leisure, religious, cultural, and culinary assets. Major setbacks have affected the country's economy and increased poverty and unemployment at alarming rates. High prices of commodities, even of essential food items, have created a significant strain on local livelihoods. Additionally, a shift in the lifestyle of the Lebanese has become evident as very little can afford traveling abroad and most have reduced their expenditures significantly.

Amid this shrinking economy, it is important to stimulate local economies and capitalize on the rich heritage of the country's marginalized communities. A unique blend of natural beauty, age old traditions, cultural wonders and exquisite cuisines offer a tremendous starting point for investments in local livelihoods and can jump start a stagnant national economy.

As such, the project will support clusters of municipalities to map assets, identify areas for support, build capacities, help in the upgrade of local assets and facilities, and encourage tourism that is built on the regions' cultural and natural heritage.

In particular, the objective of the PSL Project is to improve the livelihoods of the residents in the targeted municipalities through various interventions that include training, technical assistance, infrastructure rehabilitation, promotion of local products and access to markets and supporting the development of the local touristic sector. The project hopes to improve the livelihoods of 31,500 households across 105 municipalities in the North, Bekaa, South and Mount Lebanon areas.

This project is a consortium between RMF, AFDC, Atayeb El Rif Cooperative, NoGarlicNoOnions, Michel Daher Social Foundation, OML, USEK, Maronite Foundation in the World and KeyLime.

3. Purpose

The GIS and Planning Consultant will support AFDC team in land use planning, data gathering and analyses, development of friendly usage GIS mapping related to Eco and rural tourism, Agriculture, and Agro-forestry sectors as well as cultural and historical sites.

A. Scope of Work

The expert is required to cover a total of **20 working days for the first fiscal year** targeting 2 cluster of municipalities and covering the following tasks:

- Gather relevant data related to sites of interest and other points that highlight the communities' richness. The expert will coordinate the data collection protocol with the AFDC team.
- Train field personnel on the appropriate collection of data, filling of forms and reporting it appropriately.
- Develop a database of all collected information that will enable the generation of high-quality maps of the targeted communities.
- Lead the development of detailed and informative maps that reflect the natural heritage of the communities and present them in a concise and visually appealing manner.
- Develop thematic maps that reflect the diversity of the landscape in the targeted communities and present the various land use as well as opportunities for development to help the work of the land use and territorial development experts.

- Develop simple models of land use that respond to the development needs of the communities. This will be conducted in assistance with the land use and territorial development experts.
- Lead the maintenance of the GIS database and train any needed AFDC staff on the proper filing, sorting, and extracting of information from it.
- Share, as needed, files and maps with AFDC partners and beneficiaries and instruct AFDC staff on proper sharing techniques.
- Explore, to the extent possible, making the produced maps available online.
- Provide training to local communities on the use of GIS tools, specifically open-source tools, and on maintaining and updating local databases.

B. Deliverables

- Report with the generated maps grouped into themes and topics reflecting the land use types in the regions.
- Training modules on the use of basic mapping tools and the establishment of local databases.

C. Geographic Location

Located in the Greater Beirut area and in the project identified areas. Work conducted by the consultant can be done remotely unless the consultant sees otherwise. 2 Clusters out of 7 (10 to 15 Municipalities per Cluster) will be targeted under this RFC.

4. Contract Mechanism & Terms of Payment

A formal “Provision of Service Contract” will be negotiated with the responsible offeror that is judged to be most advantageous to AFDC and, if endorsed, the offeror will begin work on the project.

All project payments will be set in Fresh U.S. Dollars. Payments schedule will be agreed on upon contract signature.

5. Minimum Qualifications

The expert should possess the following competencies, skills, and experience:

- Bachelor's degree in geography, computer science, planning, engineering, or any related field.
- 3 Years of relevant experience in performing GIS similar tasks.
- Knowledge of GIS software
- Proficiency in MS Office (Word, Excel).
- Capacity to work with multiple stakeholders across a wide range of disciplines.
- Good analytical and problem-solving skills and the ability for adaptive management;
- Strong coordination and community engagement skills.
- Strong organizational skills and attention to detail.
- Communication and leadership skills.
- Proven ability to deliver on time and under strict deadlines.
- Proficiency in Arabic, and English.

6. Proposal Representation

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in **Section 8**. Offerors are expected to examine the specifications and all instructions in the RFC. Failure to do so is at the Offeror’s risk. Interested Offerors must provide the following:

A. Technical Requirements

- Individuals Resume
- Portfolio – If Applicable
- Description and Pictures of Previous Similar Projects
- Reference
- Business licensed – If Applicable
- Activities Implementation Methodology

B. Cost Proposal

The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Please label your budget with the name of the currency. AFDC reserves the right to request any additional information to support detailed cost and price.

C. References

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

Reference	Contact Person	Phone Number	Email Address

7. Proposal Submission

All responses to this RFC must be received no later than the submission deadline on the cover page of this RFC. Offerors must submit their offers through email (insert RFC # in Subject) to:

Association for Forests, Development and Conservation - AFDC	
Attention	Ms. Alexandra Tara El-Khoury
Email Address	procurement@afdc.org.lb

Faxed offers are not acceptable.

8. Criteria of Evaluation

AFDC will evaluate proposals using the following criteria:

Individuals Resume	40
Implementation Methodology	10
Professional Experience in the Required Domain	20
References	5
Cost Proposal	25

9. Terms and Conditions

A. Late Submission

Proposals received after the submission deadline stated in the cover page of this RFC 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 AFDC or its employees/agents, or if it is in the best interest of AFDC.

B. Modification of RFC Requirements

AFDC retains the right to terminate the RFC or modify the requirements upon notification to Offerors.

C. Withdrawal 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 Proposals

This RFC represents a definition of requirements and is an invitation for submission of proposals. AFDC 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.

AFDC may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFC. 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 RFC. AFDC may reserve the right to waive any minor discrepancies in a proposal.

AFDC reserves the right to issue an award based on the initial evaluation of proposals without discussion. AFDC 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 Offer

Proposals submitted shall remain open for acceptance for 30 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 the Offeror is awarded the contract, all information in the RFC and negotiation process is contractually binding.

F. Intellectual Property Rights

All tangible or intangible property created or acquired under this contract shall be the exclusive property of AFDC and the donor. The term “property” includes all data and reports associated with this engagement.

10. Attachments

Appendix A: Technical Proposal Submission Sheet *(to be signed and submitted with the technical documents)*

Appendix B: Sample Budget Format

Appendix C: Requirements Checklist *(for offerors record)*

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 RFC prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Proposal Submissions:	
RFC Number:	012-2021-GIS
Offeror Name	
Offeror Signature	

We offer to provide the services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Quotation 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 **XX** days/weeks/months from the time and date of the submission deadline.

Appendix B. Sample Budget Format

Quotation #: (if applicable)

From:

Date:

Name:

Address:

Attention: Procurement Department – AFDC

Subject: RFC: 010-2021-E&RTC

AFDC Address: 1st floor, bldg. 245, 10 Sagesse St, Jdeideh, Metn, Mount Lebanon, Lebanon

Work Description	Number of Working Days	Price/ Unit	Total Amount (currency)
Total Quotation Amount			

(Amount in words)

Payment terms and methods: (Add your most preferable payment schedule and payment method – Please note that this part is one of the grading criteria, section “6”)

Any additional terms or conditions are added here.

Name
Signature

Appendix C. Important Notes & Requirements Checklist

(Please note that this section is informal only and acts as a checklist for the offerors to refer to and not to miss any requirement, but it is mandatory that the offerors read the whole RFC document)

Notes:

- Proposal Submission Deadline: February 12, 2021 at 5:00PM
- Number of Working days required: 20 Days
- Scope of work is available in section “3-A”
- Geographic Location: Located in the Greater Beirut area and in the project identified areas. Work conducted by the consultant can be done remotely unless the consultant sees otherwise. 2 Clusters out of 7 (10 to 15 Municipalities per Cluster) will be targeted under this RFC.
- Minimum qualifications are available in section “5”
- References table section “6-C” is to be filled.
- Evaluation criteria is available in section “8”
- Preferable validity of offer: 30 days

Requirements Checklist

Requirements for the Technical Part
Response to Request for Quotation (<i>Appendix A</i>)
Individuals Resume
Portfolio – If Applicable
Description and Pictures of Previous Similar Projects
Reference
Business licensed – If Applicable
Activities Implementation Methodology
Requirements for the Cost Proposal
A detailed quotation (<i>refer to Appendix B for detail</i>)