



# AFDC

Association for Forests,  
Development & Conservation  
جمعية الثروة الحرجية والتنمية

## Request for Consultancy

### **Sexual exploitation and Abuse (PSEA) and Gender Based Violence (GBV) Consultant**

**RFC #: 25-23 PSEA-GBV**

<b>RFC Release Date:</b>	February 16, 2023
<b>Performance Period:</b>	March 10 – March 11 <b>(2 days training and 2 days Preparation)</b>
<b>Proposal Submission Deadline:</b>	February 26, 2023 at 11:00 PM (Beirut Time)

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## 1. Project Title

### Endorse Sustainable Livelihood Development in Vulnerable Communities – ESLDV

## 2. Project Background and Objectives

Through previously implemented UN projects, members of AFDC management team acquired fair yet general knowledge regarding Gender and Protection mainstreaming. As part of AFDC’s mission in ensuring a safe and healthy working environment, and contributing to the United Nations’ Sustainable Development Goals, training and education sessions are needed to ensure that all team members are well trained on gender and protection mainstreaming topics (PSEA, GBV, DI, and others) and are able to properly convey that knowledge to the various participants on the field through onsite awareness sessions and focus-group discussions throughout the implementation of its projects. This aligns with the core standards of PSEA self-assessment and ensures proper awareness raising, mitigation measures and response to protection cases on site.

- Gender Based Violence (GBV) and Sexual exploitation and Abuse (SEA) as well as Sexual Violence exist in communities all over the world in times of peace and stability as well as in wars and conflicts. Statistics and reporting have shown that women and children are the most vulnerable groups affected by these types of violence.

## 3. Purpose

Through the proposed intervention, AFDC’s aims to promote economic resilience among the local Lebanese and Syrian men and women in the West Bekaa region, while increasing the forest cover, and encouraging rapid income-generation for the marginalized communities. More specifically, this project will:

- A. Increase local communities and Syrian refugees’ economic resilience and food security through the provision of income-generating opportunities in reforestation actions in 6 villages in West Bekaa region. (FFA)

Under Output 1: Activity 1.1.3: Build the capacities of the team and raise awareness among the participants on gender and protection mainstreaming themes.

### Description:

Through previously implemented UN projects, some members of AFDC management team acquired fair yet general knowledge regarding Gender and protection mainstreaming; however, an intensive training is still needed to ensure that all the team is well trained on gender and protection mainstreaming topics (PSEA, GBV, DI, and others) and is able to properly convey that knowledge to the participants through onsite awareness sessions and focus-group discussions throughout the implementation of the project. This aligns with the core standards of PSEA self-assessment and ensures proper awareness raising, mitigation measures and response to protection cases on site.

Under this output, AFDC will be providing Training sessions to its Management and Field team to enhance their capacities while providing them additional skills.

## A. Scope of Work

The specific tasks of the consultant include but are not limited to:

Preparing and designing training material, tools, presentations, assignments, and activities, in communication and mutual understanding with the AFDC’s team using a highly interactive training methodology that demonstrates awareness of adult learning modes. Material must be prepared using templates provided by AFDC and must comply with AFDC branding and marking requirements.

Providing all the material used in training sessions including PowerPoint presentations handouts, reports, etc.

Delivering the training in Arabic and/or English language including the PowerPoint presentation.

At the end of the training, the consultant will present a detailed report about the training, including content description and approach as well as participants’ assessment indicating the effectiveness of training (Pre- and Post-tests).

## B. Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review /Approvals Required
1. Preparing and designing training material, tools, presentations, assignments, and activities	2 Preparation Day	March 3, 2023	Project Manager
2. Deliver the Training of Trainers to the AFDC’s Management and Field staffs (Pre- and Post-tests).	2 Training Days	March 10 and 11, 2023	

## C. Geographic Location

Hikmeh Street, Jdeideh, Lebanon (AFDC Office)

## 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

Academic background:

- Bachelor’s degree with specialization in areas such as social work, public health, psychology, gender, law/human rights and/or other related social science disciplines
- Experience:
- At least 3 years of professional experience in working in GBV/PSEA cases.
- Proven experience in developing training curriculum, modules, and materials on GBV/PSEA (a minimum of 2 experiences).
- Proven experience working with survivors of GBV/PSEA (a minimum of 2 experiences).
- Good understanding of the issues of GBV in Lebanon and the systems in place for preventing and responding to GBV/PSEA especially the ones developed and implemented by the UN agencies in Lebanon.

Competences:

- Ability to explain complex information in a concise manner.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- Accuracy and professionalism in document production and editing.
- Ability to deliver the full training in Arabic and /or English language including PowerPoint presentations
- Strong planning, time management and organizational skills.
- Excellent communication skills including interpersonal skills, spoken and written communication skills, ability to conduct presentations, articulate ideas, and explain complex ideas to people with diverse backgrounds.

## 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
- Reference
- Business licensed – If Applicable
- Implementation methodology/Proposed Agenda
- Delivery schedule/ Timeframe

### 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	Mr. Sharif El Zaatari
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/ Proposed Agenda	10
Professional Experience in the Required Domain	10
References	5
Cost Proposal	25
Availability of Technical Requirements	10

## 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:	25-23 PSEA-GBV
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 (        ) 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: 25-23 PSEA-GBV

**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)
<b>Total Quotation Amount</b>			

*(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 26, 2023 at 11:00 PM
- Number of Working days required: 2 training days and 2 days for preparation
- Scope of work is available in section “3-A”
- Geographic Location: Himeh Street, Jdeideh, Lebanon (AFDC Office)
- 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

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