



Near East Foundation Lebanon
Badaro, Ibrahim Moudawar street, 1st floor
Habbal building
Badaro, Beirut - Lebanon

REQUEST FOR PROPOSAL (RFP) Lebanon Country Programs

The purpose of this RFP

The Near East Foundation (NEF) Lebanon invites qualified vendors to submit bids for the requested services outlined in this RFP. NEF is soliciting bids from established vendors who can assist the Near East Foundation to conduct a study to highlight opportunities and barriers regarding sustainable, durable solutions in the Lebanese context. The winning Bidder will enter into a contract agreement. Bidder shall furnish a copy of their operating license in the country of incorporation.

Background

NEF helps build more sustainable, prosperous, and inclusive communities in the Middle East and Africa through education, community organizing, and economic development. NEF's work is based on a conviction that, to play an active role in the development of their communities and countries, people need opportunities and tools: the knowledge to participate in civic and economic life, a voice in public decisions that affect their wellbeing, and a means of making a meaningful living. We call this approach "Knowledge, Voice, and Enterprise"- a philosophy reflected in all of NEF's work.

Communications

All questions, inquiries, and requests for clarifications must be submitted in writing to the designated contacts listed below no later than 6 February, 2025.

Points of Contact	
Name	Anthony Zammar
Title	Procurement Assistant
Email	procurementlebanon@neareast.org

NEF may, at its sole discretion, contact vendors to solicit responses, verbal briefing or discussions if beneficial to the success of the RFP.

Issuance of this RFP in no way constitutes a commitment by NEF to award a contract. NEF reserves the right to reject any or all bids or portions of bids received in response to this RFP, to request modification or clarification of any part of a proposal, or to cancel this RFP if it is in the best interest of NEF to do so. NEF may reject any bid if it is considered incomplete or conditional, contains irregularities, or does not meet qualifications, requirements, or specifications. Failure to furnish all information may disqualify the proposal.

Bid Preparation Instructions

Interested vendors must send bids in electronic copy via e-mail, to procurementlebanon@neareast.org (subject line: **NEF2025003 – Research Consultant**).



The bid should provide a straightforward, concise description of the vendor's ability to meet the requirement of this RFP. Bids should not exceed **20 pages** including annexes and should not contain duplicative information. The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in English. Any printed literature furnished by the Bidder and written in another language shall be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English version shall prevail.

Bid Prices

The Bidder shall clearly indicate the unit price of the services it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect from the beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the period of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in USD for which services are being provided.

Estimated Deadlines:

- ❖ Contractual Starting Date: [February 20, 2025](#)
- ❖ Consultant Inception Report: [February 26, 2025](#)
- ❖ Deadline for data collection phase: [March 11, 2025](#)
- ❖ Deadline for the draft report: [March 17, 2025](#)
- ❖ Deadline for the final deliverables: [April 1, 2025](#)
- ❖ Deadline for presentation of findings: [April 7, 2025](#)

Payment Method:

The payment will be made as follows:

- ❖ 20% upon submission of inception report.
- ❖ 20% upon submission of first draft.
- ❖ 60% on approval of the final report.

NEF will not be responsible for any further expenses incurred by the consultant during the consultancy visits nor for any loss and/or damage incurred.



Skills, experience, and qualifications required:

- ❖ University degree in relevant field;
- ❖ Proven capability and experience in conducting research studies (preferably for similar, European funded projects);
- ❖ Should have a clear vision for how to approach the project subjects and be able to build a trust and rapport with the subjects and communities being profiled;
- ❖ Experience in the livelihoods and protection sectors in Lebanon, and in evaluating related programs in these sectors;
- ❖ Minimum of 5 years' experience in conducting similar studies;
- ❖ Demonstrable experience in development, design, and facilitation of needed assessment tools of FGDs, BO surveys and KIIs for qualitative and quantitative data collection
- ❖ Leading edge creativity in market-based livelihood solutions to low-income or otherwise vulnerable communities
- ❖ Familiarity with the Lebanon Crisis Response Plan, particularly as it pertains to Livelihoods, and Protection sectors;
- ❖ Native Arabic speaker;
- ❖ Excellent writing and communication skills in Arabic and English;
- ❖ Availability and willingness to travel to various areas in Lebanon during weekdays; and,
- ❖ Ability to work under strict and demanding timelines.

Selection Criteria:

- ❖ Specific experience of the consultant relevant to the assignment (10%).
- ❖ Adequacy of proposed methodology to the ToR (40%).
- ❖ Qualification and Competency of the consultant (5%).
- ❖ Examples of previous similar assignments (5%).
- ❖ Cost Competitiveness (40%).

Submission requirements:

Interested consultants should submit the following in a unique PDF file (except any sample of previous studies and research which may be sent in separate files):

- ❖ Cover Letter indicating clearly how the opportunity fits in with consultant's skills and experience;
- ❖ Up-to-date Curriculum Vitae for each individual who will contribute to the study;
- ❖ Technical proposal (including understanding and comments on the ToRs, methodology, sampling strategy and data collection tools, work-plan including number of days at each step, with clear timeframe for each activity under work-plan and deliverable, and if relevant, details on team composition and organization);
- ❖ Financial proposal (inclusive of VAT).
- ❖ At least 2 samples of previous studies for similar assignments where the consultant was the sole or lead evaluator and author;
- ❖ Consultants are encouraged to propose their own detailed methodology for conducting the research and analysis. The suggested process and methodology provided by the consultant will be carefully



reviewed and taken into consideration during the evaluation process.

- ❖ Two references.

Documents should be submitted no later than [Wednesday February 12, 2025 at 17:00pm.](#)

By email to: procurementlebanon@neareast.org OR by hand in a sealed envelope to NEF office in Badaro, Ibrahim Moudawar street, 1st floor Habbal building, with a subject line, “**NEF2025003 - Research Consultant**”.

Submissions received after the deadline will not be taken into consideration. Only shortlisted consultants will be contacted.

Interested consultants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at www.neareast.org

Bidder Representative Name:

Position:

Signature:

Date: