



LEBANON REFORESTATION INITIATIVE (LRI)

REQUEST FOR PROPOSAL

Forest Management Consultant
(RFP20190021)

RFP Release Date:	December 13, 2019
Performance Period:	January 2020, November 2020
Proposal Submission Deadline:	December 23, 2019
Question/ Inquiry Submission Deadline:	December 20, 2019

TABLE OF CONTENTS

I.	Introduction	3
	A. Organization Background	3
II.	Purpose	3
	A. Scope of Work.....	3
	B. Deliverables	3
III.	CONTRACT MECHANISM & TERMS OF PAYMENT	5
IV.	PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS	5
	A. Instructions for Proposal Preparation.....	5
	1. Capability and Technical Experience Statement	5
	2. Cost Proposal.....	5
	3. References.....	5
	B. Instructions for Submission of Proposal	6
V.	CRITERIA FOR EVALUATION	6
VI.	SOLICITATION PROCESS	7
VII.	TERMS AND CONDITIONS	7
	A. Late Submissions.....	7
	B. Modification of RFP Requirements.....	7
	C. Withdrawals of Proposals	7
	D. Right of Negotiation and Acceptance of Proposal	7
	E. Validity of Proposal.....	8
	F. Minimum Offeror Qualifications.....	8
	G. Intellectual Property Rights	8
VIII.	ATTACHMENTS.....	8
	aPPENDIX A. Technical Proposal Submission Sheet	9

I. INTRODUCTION

A. ORGANIZATION BACKGROUND

The Lebanon Reforestation Initiative (LRI) is a Lebanese NGO registered at the Ministry of Interior and Municipalities under no. 1186.

The Lebanon Reforestation Initiative has transformed the way native trees are grown and planted in Lebanon and assisted diverse communities throughout the country to restore more than 1,100 hectares of communal forest lands by planting more than 700,000 native trees. The project has established successful models of community-based landscape restoration, public-private funding mechanisms, and community wildfire prevention and management. Building on the successes of LRI and responding to gaps and needs identified by several partners across the country, LRI the NGO is hereby proposing a three-year project to ensure the sustainability of the efforts started on the corridors of the North, Rachaya and Shouf, expand planting to reach with USAID the millionth tree planted, and introduce new economic opportunities through forestry that will further boost rural development and encourage youth to stay in their towns.

II. PURPOSE

A. SCOPE OF WORK

LRI is planning to pilot a participatory forest management approach in each of the North and Rachaya corridors and/or in the three firesheds, taking into consideration specific characteristics of each location.

The selected forest would preferably be diverse, and representative of the existing forest cover and inherent corridors' activities would be coordinated with the corridor planning committee (where it exists)

The consultant will work with LRI forest management team to finalize the selection of 3 to 4 different forests mix as stated below:

- 1- Stone pine forest,
- 2- A mixed wild pine/ broadleaves forest
- 3- Sparse oak forest like

The forest management expert will coordinate with the Forest management team at LRI (composed from a mapping specialist, biodiversity and forest ecology specialist and database management specialist) and a

Forest Economic expert to insure the development of a sustainable forest management plan while adopting an economic feasible forest finance plan.

The developed models for forest management aims to create plans with clear objectives, targets, main use activities and timeline. All that in a participatory approach linking the local communities with their forests and other forestry related topics such as Wood products, None Wood Forest Products, Ecotourism and Ecosystem restoration to ensure sustainability of suggested action plan and forest health.

B. DELIVERABLES

The Forest management expert is expected to develop the below deliverables:

- Full inventory methodology including list of equipment's needed for the 3-4 selected forests to be conducted with the support of LRI Forest Management team. LRI team will handle the data collection related to the inventory
- Hold up to five roundtables and workshops of stakeholder's analysis and socioeconomic assessment for each selected forest per year
- Develop a resource map for each selected forest including local community input and sites inventory
- Develop list of management units for the forest based on inventory from site visits, mapping and literature review
- Develop a final sustainable five-year Forest management plan for each of the selected forests including but not limited to:
 1. Inventory methodology
 2. Full inventory results
 3. Developed management units
 4. Action plan with timeline for each activity
 5. Identification of intervention (prescription) within management units
 6. Analysis of collected Data and spatial Data.
 7. Developing potential value chains for Wood and none wood forest products for each forest management plan capacity
 8. Monitoring plan



III. CONTRACT MECHANISM & TERMS OF PAYMENT

LRI anticipates issuing a *service agreement* to the Service provider.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. INSTRUCTIONS FOR PROPOSAL PREPARATION

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 V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following:

- a. Clear CV
- b. Cover letter showing previous experience in the subject matter
- c. Proposal submitted in response to this RFP showing the approach and methodology to address the above deliverables
- d. Documentation to verify licensure (MOF registration certificate, etc.)

2. COST PROPOSAL

Offerors will submit a proposed budget with their proposals in a separate file, labeled "Budget Proposal." The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed, transportation / accommodation will be at the service provider's expense. The cost proposal should not include field implementation work for the inventory data collection.

Budgets should be submitted in US Dollars or LBP; please label your budget with the name of the currency. LRI reserves the right to request any additional information to support detailed cost and price.

3. REFERENCES

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

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. The technical and price proposals shall be separately identified as such and sent via email. Each volume shall be clearly identified with the RFP number and the Offeror's name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP to:

Lebanon Reforestation Initiative	
Jdeideh, Pierre Amine Gemayel Street, Abi Habib Shaaya & Azar Building, 2nd floor	
Attention:	Hiba El Hachem
Email:	hhachem@lri-lb.org

Faxed offers are not acceptable.

2. All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

	Contractual	Technical
Name:	Hiba El Hachem	
Email:	hhachem@lri-lb.org	

3. Lebanon Reforestation Initiative will not compensate Offerors for their preparation of responses to this RFP.

V. CRITERIA FOR EVALUATION

LRI will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

- Previous experience –30%
- Proposed budget – 30%
- Schedule availability – 30%
- Impactful CV/previous references – 10%

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess



the reasonableness of costs and the cost-effectiveness of the budget and will determine whether the costs reflect a clear understanding of project requirements. A contract will be offered to the responsible Service Provider whose proposal follows the RFP instructions and is judged to be the most advantageous to LRI.

VI. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at LRI as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred service provider will be chosen and formally notified. A formal contract will be negotiated with the selected service provider and, if endorsed, the Offeror will begin work on the project.

VII. TERMS AND CONDITIONS

A. LATE SUBMISSIONS

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

B. MODIFICATION OF RFP REQUIREMENTS

LRI retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

C. WITHDRAWALS 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 PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. LRI 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.



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

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

Proposals submitted shall remain open for acceptance for *60 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 your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

F. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in *Lebanon*, (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management to perform the contract
- Satisfactory records of performance history, integrity and business ethics

G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of LRI and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

VIII. ATTACHMENTS

Appendix A: Technical Proposal Submission Sheet



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

Date of Technical Proposal:	
RFP Number:	
RFP Title:	
Service Provider	
Service Provider Phone	
Service Provider Email	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal 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.