



## LEBANON REFORESTATION INITIATIVE (LRI)

### REQUEST FOR PROPOSAL

Gender expert  
(RFP20200013)

<b>RFP Release Date:</b>	June 1, 2020
<b>Performance Period:</b>	June 2020 – July 2020
<b>Proposal Submission Deadline:</b>	June 11, 2020
<b>Question/ Inquiry Submission Deadline:</b>	June 9, 2020

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## 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 on 18 June 2014 and had started as a project launched in 2010 by the United States Forest Service (USFS) Office of International Programs (IP) through the support and funding of the United States Agency for International Development (USAID).

One of LRI's currently implemented project is the "Livelihoods in Forestry" project funded by USAID. The project aims at improving sustainable forestry activities through the establishment of models for economic forestry and forest-related rural tourism. One of the project components is focused on engaging women in forestry-related activities.

## II. PURPOSE

The "Livelihood in Forestry" (LiF) project funded by USAID is based on the theory that rural communities, which sustain their forest resources, will have improved livelihoods through economic benefits of seasonal job creation and workforce development in reforestation if they are supported to 1) have good governance over their shared resources; 2) participate in forest conservation activities; 3) improve their skills in forest management and 4) establish forest-related economic activities.

Under the context of LiF, LRI seeks to hire a gender expert to conduct an online Training Of Trainers (TOT) for LRI team working in the North, Baalbeck, Rachaiya, West Bekaa, Zahle, Jbeil, Keserwane, Akkar and Dunnieh regions, **in the purpose of improving the institutional capacity in gender-sensitive outreach and mainstreaming gender and women participation into forestry-related interventions** (e.g. reforestation, forest fire prevention, forest management, ecotourism, agroforestry, forest protection and conservation, use and processing of non-wood forest products, among others). The results of the gender analysis study and gender awareness sessions conducted under LiF in 2019 shall be the basis for the preparation of the online sessions. Sessions shall be tailored to tackle the identified gaps and opportunities of different stakeholder groups in different communities (men, women, youth, community members, municipal members, etc...).

### A. SCOPE OF WORK

Within this RFP, the gender expert is expected to submit an illustrative methodology, agenda and tools used to prepare and conduct the online sessions based on which the candidate will be shortlisted. The shortlisted

candidates will be invited for a meeting to further discuss their proposal and how it fits into the project objectives.

The selected gender expert shall develop and finalize the sessions content/modules and materials in collaboration with LRI's gender focal point through preparatory work planning / agenda setting meeting(s) and shall be together with LRI's gender focal point facilitating the sessions in a participatory approach with LRI team. The content of the sessions shall ensure the achievement of the following main objectives:

- Team understanding of the basic gender concepts (gender roles, gender equity/equality, etc...)
- Team understanding of gender dynamics in the context of forestry interventions
- Team understanding the importance of gender mainstreaming for effective participation of men and women in forestry interventions
- Team understanding of the importance of gender-sensitive outreach with the communities
- Develop gender-sensitive outreach and mainstreaming strategies in forestry interventions
- Develop practical tools for improved gender integration in forestry interventions
- Team skills improved in conveying the gender-sensitive outreach approach or strategy to the field staff and local community stakeholders and proper usage of the developed tools.

## B. DELIVERABLES

1. Detailed methodology, approach and agenda for the sessions;
2. Tools needed for the sessions (exercises, materials, evaluation forms, pre/post-tests etc...);
3. The TOT interactive sessions (around 5 sessions – 3 hours each approx.) for LRI team conducted in coordination with LRI's gender focal point;
4. Final gender-sensitive outreach strategy/approach for forestry-related interventions developed including practical tools for improved gender integration in forestry interventions;
5. The TOT sessions final report including results and recommendations and how the main objectives were achieved.

## 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 (methodology and tools) and cost of illustrative proposals (daily rate, or rate per session). 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. Shortlisted offerors will be invited for a meeting to further discuss their proposal and how it fits the project objectives. LRI reserves the right to request additional information to support the proposed methodology and its implementation. 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 in the target regions
- c. Technical proposal submitted in response to this RFP including an illustrative methodology and agenda for the sessions

#### 2. COST PROPOSAL

Offerors will submit a proposed illustrative budget (daily rate, rate per sessions, or other) with their proposals in a separate file via email labeled "Budget Proposal". The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in US Dollars . 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 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 bound and identified as such (or 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	
<b>Attention:</b>	Procurement Office
<b>Email:</b>	procurement@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 and Technical	
<b>Name:</b>	Procurement Office
<b>Email:</b>	procurement@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:

- Impactful CV/ Relevant experience (Background in forestry, agriculture or other relevant field is a plus, experience in the target regions is a plus) – 30%
- Methodology and tools – 20%
- Financial proposal – 30%
- Professionalism and personality – 20%

The evaluation committee will review the technical proposal based on 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. Shortlisted Offerors will be invited to a meeting to further discuss their proposals. 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. Shortlisted Offerors will be invited for a meeting to further discuss their proposals. 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. PAYMENT TERMS:

- Non Registered suppliers will be subject to taxes deduction on payment settlement 7.5% for services and %2.25 for goods and supplies as per Lebanese MOF regulations.
- Payments will be issued within 15 to 30 days from date of invoice and deliverables acceptance
- Payments are processed by Check or Wire transfer
- Checks will be issued to the order of the beneficiary as stated in the invoice ONLY and stamped 1st Beneficiary
- Lost or misplaced checks by suppliers will not be replaced

#### F. 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.

#### G. 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

#### H. 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

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## 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.