



LEBANON REFORESTATION INITIATIVE (LRI)

REQUEST FOR PROPOSAL

Capacity Building Expert
(RFP20200022)

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Question/ Inquiry Submission Deadline:	October 8, 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.

Currently, LRI is implementing a project in Baalback-Hermel, West Bekaa and Jbeil-Keserwen funded by UNDP and titled as LIFI -Labor Intensive Forestry Activities- and aiming at creating short term employment for labor intensive forest and rangeland management to improve livelihood of vulnerable Lebanese and Syrian, developing goat milk value chain to support the livelihood of shepherds, supporting ecotourism through establishment and rehabilitation of trails, and developing and sustaining income generating activities related to wood and waste wood valuation, charcoal, wood and compost production.

The main objectives of this project are to 1) reduce fire risk in the region through labor intensive forest management activities for fire prevention and trail clearing, 2) ensure survival and growth of newly planted forests through maintenance and irrigation; and 3) establish income generating initiatives related to ecotourism, environmental education and finding solution for managing the green waste in a sustainable effective way while having a grazing management plan to control the grazing areas.

The project will specifically aim at:

- Creating short-term employment from labor-intensive forest management activities to improve livelihoods of vulnerable Lebanese and Syrian, men and women, thus reducing the pressure of unemployment on the short term.
- Developing the economic value chains in partnership with local entities, thus supporting sustainable employment for local communities and ensuring continuity of initiated FM activities.
- Support local development of the targeted communities through sustainable income generating activities.

II. PURPOSE

The objective of this consultancy is to support Lebanon Reforestation Initiative in upscaling the capacities of beneficiaries and local partners through the provision of capacity building and training programs.

A. SCOPE OF WORK

LRI is seeking the services of a company/trainer specialized in offering key solutions for local community-based organization, to provide a capacity building and training program and develop the CBO's and NGO's standing and influence. The program should cover institutional management, administration, organization and finance, and other relevant aspects of institutional growth.

The company/ trainer is also expected to provide a tailored capacity building program and training based on a needs-assessment. The tailored program aims at developing the CBO or NGO sector-specific capabilities, for example nature tourism sector, wood and non-wood product value chains, and environmental awareness and education.

The consultant should prepare a needs-assessment form, pre-training and post-training tests, post-training deliverables (or assignments), and a final assessment test covering each training topic. The purpose is to evaluate strengths and weaknesses based on continuous evaluation, and by tracking progress.

LRI's monitoring and evaluation (M&E) team will analyze pre-training and post-training test results and issue an evaluation report.

The program should contain hands-on training deliverables, and the experts needs to schedule post-training sessions to support partners in preparing their assignment or deliverable.

B. DELIVERABLES

The trainer is expected to submit the following deliverables:

- General curriculum in line with the above-mentioned key solutions
- Methodology to assess the specific needs of the above-mentioned CBOs and NGOs. LRI team will support in the specific needs assessment for each NGO/CBO to define their strengths and weaknesses and develop a tailored program accordingly
- Tailored training program based on the needs assessment in coordination with LRI team and in reference to the sector's value chain
- Develop a baseline and end line method to evaluate the acquired skills including pre-training and post-training tests, post-training deliverables (or assignments), and a final assessment test covering each training topic. The purpose is to evaluate strengths and weaknesses based on continuous evaluation, and by tracking progress
- A clear timeline of the training sessions and hands-on training
- Deliver the training sessions

- Schedule post-training sessions to support CBOs and NGOs in preparing their assignment or deliverable.
- A baseline and end line method to evaluate the acquired skills

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:

- Portfolio of previous work
- Teacher's profiles with relevant experience.
- Cover letter showing previous experience in the subject matter
- Technical proposal submitted in response to this RFP including an illustrative approach to the needed deliverables
- Documentation to verify licensure (MOF registration certificate, etc.)

2. COST PROPOSAL

Offerors will submit a proposed budget 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, transportation / accommodation will be at the service provider's expense. The service provider is expected to detail and submit the fees / session for the training session while specifying the session length. Budgets should be submitted in US Dollars; 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 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 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, 2 nd floor	
Attention:	Procurement Office
Email:	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	Technical
Name:	Procurement Office	
Email:	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:

- Proposed financial budget - 30%
- Considerable background in development of projects and capacity building - 20%
- Considerable background in livelihood projects, background in environmental sector is a plus - 20%



- Considerable background in internal training development and trainings on specialized programs - 20%
- Impactful CV/ 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. 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



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.