

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

Date:	28/07/2022
Campus:	Beirut
Title:	Rapid gender assessment of the role of feminist organizations in the parliamentary elections in Lebanon
Reference Number:	85246
Project:	Supporting political participation of Targeted women in Lebanon.
Award Number:	
Sponsoring Agency	Embassy of Finland

Dear Sir/Madam,

The Lebanese American University (LAU) invites you to participate in the tender for the provision of professional services as detailed in the attached document.

Kindly submit your bid as per detailed instructions and within the set deadline. Only bids submitted in conformity with the requirements of this tender will be considered.

LAU reserves the right to accept or reject all or any part of the quotation submitted.

This tender includes two sections: Section A detailing the solicited services, and Section B detailing the proposal submission method.

For inquiries or regrets, please respond back to the provided email address within the set period for clarifications. LAU reserves the right to amend or cancel this tender at any time.

Respectfully,

Section A – Solicited Services

A1. Organizational Information

The Lebanese American University (LAU) is an American institution of higher education that has been operating in Lebanon since 1924, with initial roots as the first school for girls in the Ottoman Empire. Committed to serving Lebanon, the Arab world and beyond, LAU offers diverse academic opportunities in the fields of arts and sciences, business, engineering, architecture and design, pharmacy, medicine and nursing. The university is accredited by the Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC), and many of its academic programs have received accreditation from field specific organizations. LAU operates in two campuses, one in Beirut and another in Byblos.

The Arab Institute for Women (previously Institute for Women’s Studies in the Arab World) at the Lebanese American University was established in 1973 to focus on advancing women’s empowerment and gender equality through research, education, development programs, and outreach at the national, regional, and international level.

A2. Project Synopsis

This project is funded by the Embassy of Finland and is currently being implemented by the AiW in collaboration with the Lebanese American University (LAU)’s Academy for Continuing Education (ACE). The AiW is currently implementing a project for a duration of twelve months. The AiW conducted a capacity-building curriculum aimed at training select women who wish to run for the parliamentary or prospective municipal elections in Lebanon. This ten-week training, customized by the AiW and run in partnership with ACE, will include courses that are tailor-made to provide skills that address the full range of gender issues in political participation in Lebanon with best practices drawn from around the world.

Following the elections, the AiW will conduct a gender evaluation of the elections to assess the results of women’s participation in the parliamentary elections which took place on 15 May 2022.

A3. Project Objectives

Pushing for women’s participation at the local and national levels in Lebanon and around the Arab region is a key pillar of the AiW’s mission. Therefore, the AiW is currently working on building the capacity of selected women who wish to run for either the 2022 parliamentary or municipal elections.

The evaluation to be conducted following the elections will result in recommendations to improve gender equality within the political arena. This project will subsequently help in advancing women’s participation in the political sphere and will help in moving towards more gender justice for women in politics.

A4. Scope of Required Services

The expert will be required to conduct a rapid gender assessment of the parliamentary elections that took place on 15 May 2022 in Lebanon and its results. The expert is expected to prepare a rapid assessment and submit recommendations with a specific focus on the role of feminist organizations in supporting women’s political participation. The study to be submitted shall be a focused study for a short period of time.

A5. Expected Deliverables

The offeror is expected to provide the following deliverables

Task	Deliverables	Terms and Conditions	Delivery Schedule	Quantity
Draft a rapid gender assessment which should include an evaluation and recommendations	Deliverables include: - Draft assessment for the AiW’s review and comments. - Final version of assessment following amendments based on the AiW’s comments. - All details of interviews conducted for the purpose of this assessment.	- The assessment drafting process shall be done in close collaboration with the AiW. - Selected consultant must take into account stakeholders’ recommendations in the process of developing the assessment. - A first draft must be submitted for initial review by AiW. - A final draft must be submitted based on AiW’s comments and feedback.	One month after signature of the contract. A final version is expected 2 weeks after the receipt of all comments.	One document.

		- The policy brief must be written in Arabic. - All drafts must be submitted electronically to LAU.		
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A6. Period of Performance

The selected offeror will perform the services starting 10 August 2022 to be completed no later than 10 October 2022

Work may only start after LAU issues a purchase order.

A7. Location of Performance

All services must be completed at the following location: selected offeror may work from wherever they prefer.

Section B – Proposal Submission

B1. Deadline for Submission and Schedule

Proposals, as per set requirements henceforth, are required no later than 8 August 2022, 14:00hrs (Beirut time).

When proposals are due by email, the system-generated timestamp will be considered the time of submission.

B2. Changes to this Tender

LAU reserves the right to cancel this tender at any time.

Such cancellation may be made by through a notice at the same site where the tender was selected.

Furthermore, LAU reserves the right to modify this tender at any time prior to the submission deadline. A public notice will be released to that effect as well and LAU may consider, up to the discretion of the University, an extension of the deadline for the proposals submission.

B3. Eligibility of Applicants

Applicants to this request for proposals may be:

Individuals;

All bidders must ensure that at the time of the submission of their proposal they are not bankrupt, suspended, debarred, sanctioned, and/or subject to legal proceedings that may affect their course of business or their insolvency. Offerors/bidders with proven conflict of interest will be disqualified.

Individual applicants (if individual application is allowed) must clearly indicate their Ministry of Finance (MOF) Tax ID number and provide a copy of their registration at the MOF, specify their full street address, phone number and submit a copy of their ID. Firms must present a copy of their commercial registration, commercial circular and VAT certificate as applicable.

Organizations must present a copy of their commercial registration and VAT certificate as applicable.

B4. Required Qualifications

LAU is looking for qualified eligible applicants who demonstrate the following experience:

- Masters degree in relevant field of study (law, legal studies, gender studies, labor...) with proven track records of projects/reports/consultancies.
- At least 5 years of experience working on legal and gender issues
- Demonstrated experience in developing and writing reports and evaluations
- Demonstrated experience in research and data collection methods
- Proven proficiency in spoken and written English and Arabic
- Excellent communication and editorial skills
- Understanding of the Lebanese legal and electoral framework and gender context is essential

B5. Proposal Requirements, Submission & Language

The offeror is expected to present two proposals separately, a technical one, and a distinct financial one (each proposal through its separate submission). The technical proposal must **not** contain any budgetary or financial information. The financial proposal must be put on official letterhead of the offeror and duly signed and stamped. The financial proposal must include all information confirming the eligibility of the offeror including the Ministry of Finance Tax Number, VAT Number, registration number and date and any other documents listed under B3 as applicable. The financial proposal must clearly show costs distinctly and clearly related to Taxes, VAT, overheads, etc.

Only one offer may be submitted by a single offeror.

All proposals must be developed in English unless otherwise clearly specified under particular sections.

The proposals must be sent as following:

Electronically by email as per instructions under B6 and B7

B6. Technical Proposal Requirements

The technical proposal must include the following documents, properly paged, with a cover page placed on official letterhead:

CV of offeror (if individual applicant(s));

Methodology to complete the gender assessment (The assessment should be between 15 and 20 pages); Sample work completed with at least three other clients;

Three independent references including names, contacts (phone and email), position, organization name, and summary of work completed for each reference.

Copy of the MOF registration;

Submission instructions of the technical proposal:

For electronic submissions:

- 1- The technical proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory. The technical proposal must not include any financial information related to the costing of the assignment.
- 2- The PDF file must be named: Technical Proposal – Company Name / Individual Name – Reference Number (as per cover page of this RFP).
- 3- The PDF file must be submitted in a separate email to the designated email address with the following subject: Technical Proposal – Company Name / Individual Name – Reference Number

B7. Financial Proposal Requirements

The financial proposal must include the following documents, properly paged, with a cover page placed on official letterhead:

Bio-data sheet for individual(s) consultant as per required form

Detailed financial proposal with breakdown of costs per unit and per listed task as per section A.4, reflecting clearly and distinctly any applicable taxes.

Submission instructions of the financial proposal:

For electronic submissions:

- 1- The financial proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory.
- 2- The financial offer must clearly indicate the validity of the offer as per terms of this request for proposal;
- 3- The PDF file must be named: Financial Proposal – Company Name – Reference Number (as per cover page of this RFP).
- 4- The PDF file must be submitted in a separate email to the designated email address with the following subject: Financial Proposal – Company Name – Reference Number

The proposals must be submitted to the following email: vacancy.proc@lau.edu.lb

B8. Costing

All costs must be presented in United States Dollars (USD). As reflected earlier, offerors who are subject to VAT should clearly and separately reflect the VAT in their financial proposal.

Errors in the budget are the sole responsibility of the bidder and may result in disqualifications. Alterations to the bid after submission are not allowable. LAU reserves the right to request clarifications as needed.

All costs must be reasonable, realistic, allowable and allocable to the work being undertaken and based on demonstrated daily rates as proven through a record of salary history/past performance (bio-data sheet).

If the offeror intends to offer any discount or special price, such offers must be clearly made at the proposal stage in the closed envelope containing the financial proposal only.

LAU will not cover the cost of any pre-award costs related to the preparation of proposals under this bid and therefore any offeror presenting a financial offer requesting the coverage of pre-award costs will be rejected.

Technical elements that are not costed in the financial proposal will be considered as free of charge. LAU reserves the right to reject the offer. The financial offer must clearly reflect and detail each deliverable distinctly and separately.

B9. Evaluation Criteria

Proposals will be evaluated as follows:

- 1- Administratively for compliance and eligibility, and completeness of the overall offer, and reference checks as appropriate and applicable. Offerors who are not deemed eligible will not be given the chance to proceed to the technical and/or financial evaluation;
- 2- Technically for merit, completeness of all tasks and deliverables, feasibility of approach (if required), timeline, and meeting the required qualifications and capacity;
- 3- Financially for completeness, allowability, reasonableness, comparison to other eligible and qualified bidders, comparison to LAU's financial expectation.

LAU will make the final award based on:

Best value for money combining demonstrated and proven technical merit with cost effectiveness. LAU reserves the right to award to the offeror that does not have the lower bid if there is proven higher benefit to LAU;

Lowest Price

B10. Questions and Clarifications

For inquiries or regrets, you may reach out to the following:

Vacancy.proc@lau.edu.lb

No offeror shall communicate directly with LAU staff concerning this request for proposal. All communications must be in writing, within the open period for questions, and to the specified email only.

All questions must be received by 5 August 2022. Questions sent after the deadline will not be addressed.

Answers to the questions will be shared with all bidders if there is any additional and relevant information.

B11. Proposal Validity and Withdrawals

Proposals must be valid for at least: 45 days.

Offerors may withdraw their bids at any time after submission by submitting a written notice to the address specified under section B10. Nonetheless, offerors may not change or edit their proposal after submission even if the proposal is submitted way earlier than the deadline.

B12. Late Submissions

Proposals submitted after the official deadline as set in this document will not be considered and will be deemed ineligible and rejected.

B11. Award

LAU may award one or multiple offerors. LAU also reserves the right to break down the deliverables and make a partial award to an offeror based on a partial list of services. Accordingly, financial offers must clearly reflect each deliverable separately by presenting a clear breakdown of costs in the financial proposal for each deliverable distinctly. Only shortlisted/selected offerors will be contacted. LAU will make an award in writing only. LAU expects to make an award within the validity period. Additional documents may be required prior to award to demonstrate proof of eligibility.

B12. Terms and Conditions

LAU will apply the specific terms and conditions to any resulting service agreement out of this tender based on the sponsoring agency requirements and regulations.

It is worth noting that the service provider has no direct communication with the sponsoring agency during implementation and LAU is considered the source of direction, guidance and decisions only.

All information submitted by offerors under this tender is considered confidential as per LAU's applicable policies and procedures and will not be released publicly.

Any interference by an offeror in the tender process at any stage whether to influence or alter a decision making process will result in immediate disqualification of the offeror.

LAU performs business related to this tender in writing only and therefore, any communication related to this tender, received proposals, and resulting decisions are communicated solely in writing.