

## Request for Proposal

For Scoping and Design of Innovative Program Concepts  
Youth Empowerment in Lebanon

For

**DANISH REFUGEE COUNCIL (LEBANON)**

<b>Request for proposal (RFP) BEY/2021/02</b>	
<b>Name of the organization</b>	Danish Refugee Council
<b>Date of issue</b>	3 <sup>rd</sup> of February 2021
<b>Last date and time for receipts of bids</b>	26 <sup>th</sup> of February 2021 at 14:00 (Beirut time)
<b>Address for the submission of proposals</b>	Email to: <a href="mailto:LBN-Procurement-RFP@drc.ngo">LBN-Procurement-RFP@drc.ngo</a>
<b>Address for queries</b>	Email to: <a href="mailto:LBN-Procurement-RFP@drc.ngo">LBN-Procurement-RFP@drc.ngo</a>

## Background

Founded in 1956, the Danish Refugee Council (DRC) is Denmark's largest, and a leading international NGO - one of the few with a specific expertise in forced displacement. In 40 countries 9,000 employees protect, advocate and build sustainable futures for refugees and other displacement affected people and communities

Operating since 2004 in Lebanon, DRC is delivering humanitarian programming in Akkar, Baalbek-Hermel, Bekaa, Beirut – Mount Lebanon, North Lebanon and South Lebanon governorates through direct implementation and partnership modalities. DRC operates through an integrated response strengthening protection, economic recovery, and supporting accountability and effectiveness of the humanitarian response through coordination and analysis of referrals under DRC's Referral Information Management System (RIMS). Since the onset of the Syrian crisis, DRC has implemented programming exceeding \$267 million in grants through donors such as Danida, ECHO, EU Trust Fund, UNHCR, UNICEF, WFP, UNFPA, DFID, PRM, SDC, and private foundations.

The aim of the DRC Economic Recovery programme is to enhance access to sustainable livelihoods among conflict- and displacement-affected populations in Lebanon. It includes both basic assistance (multi-purpose cash assistance) and livelihoods interventions. Regarding livelihoods, activities fall under three pillars, namely activities centered around business support, wage employment and the integration of livelihoods into protection.

DRC Protection programme addresses needs centered around Gender Based Violence, Child Protection and Persons with Specific Needs covering prevention, response and systems building aspect through a range of activities including Evidence Generation, Community Based Psychosocial Support, Awareness raising and information, Cultural and recreational activities, Community of Change Networks, Safe Identification and Referrals, Case Management: Focused Psychosocial Support Services, Cash for Protection, Individual Protection Assistance, Legal Assistance and capacity building of local NGOs.

The Referral Information Management System (RIMS) is managed by DRC Lebanon and used by 65 local and international organisations across Lebanon to send, receive and track referrals on the same platform, with organisations providing services across all sectors to ensure that persons of concern have timely and adequate access to services through more efficient and accountable referral pathways,

DRC is assessing the relevance of entering the Social stability sector in view of growing needs, building up on DRC Global HDP (Humanitarian Disarmament and Peacebuilding) expertise, bringing together the Economic Recovery and Protection sectors in addition to some specific tension reduction activities.

From 2021 onward, in response to the ongoing Syrian crisis, the political, economic and financial crisis affecting Lebanon and the numerous challenges facing both refugee and host community youth, DRC Lebanon is increasing its focus on social and economic empowerment for and with youth, building on its sectors of expertise while also looking into strategic alliances with organisations involved in complementary sectors..

## Focus on innovative programming and multi-stakeholder engagement for and with youth

A key global ambition of DRC is to incrementally develop dynamic, powerful, multi-stakeholder ecosystems in displacement affected regions, particular in urban areas in which displaced and migrating youth congregate in search of safety and livelihood opportunities. In recognition of the unleashed capacities of youth as a transformative positive force sustaining development and stability, the focus is on empowering long-term displacement affect youth to fulfil their potential as the much-needed positive change agents

in regions marred by protracted conflict and political instability. The vision is to develop a model in which youth, governments, private companies (as employers, investors, and service providers) and civil organizations together educate, empower and enable displaced youth to fulfil their critical role in their countries or origin and/or refuge as well as pursue their personal ambitions. This ambition was reiterated at the 2019 Global Refugee Forum where DRC and several other danish NGOs highlighted the need to protect and empower youth in displacement. DRC is a member of the Poverty Alleviation Coalition of 13 INGOs and UNHCR whose aim is to alleviate poverty particularly among vulnerable refugees and host communities by offering a personalized response to individual needs in particular links up livelihoods programming with social protection schemes and civic empowerment

In Lebanon, young people , from both refugee and host populations, are facing a depressed economy, lack of social protection barriers, limited access to legal support, limited education opportunities and very high levels of youth unemployment, as well as increasing social tensions. The complexity of the Lebanese context and the need for creating pathways for youth to pursue their aspirations and fulfil their critical role as much needed agents for change in Lebanon and potentially, should conditions allow for return, for a future Syria (and beyond) call for comprehensive and multi-stakeholder approaches. It is therefore imperative to analyse and explore innovative models of how youth, governments, private sector companies as well as donors, investors and civil organizations together can facilitate empowerment, education, employment and thus enable youth to thrive and pursue their life ambitions and be self-reliant.

To this end DRC in Lebanon is seeking to identify ways to leverage its assistance by scoping for concepts that build on the expertise of stakeholders engaged with programming in the country, while exploring potential concepts for the broader eco-system to systematically approach the subject. This includes research, private sector involvement, financial investment models, financial inclusion and income generating opportunities, as well as access to learning, services, infrastructure and digital opportunities.

The key target group are Syrian youth who are living as refugees in Lebanon along with vulnerable young Lebanese who have been massively affected by the conflicts in the region and the multiple crisis in the country.

### **Scope of services**

DRC wishes to contract the services of an expert consultant to scope and design concepts that will induce a multi-stakeholder approach to amplifying opportunities for Syrian refugee and Lebanese youth. Specifically, two deliverables are requested:

- 1. Identification and analysis of stakeholders and efforts with focus on refugee and Lebanese youth** – should be presented to DRC, based on a review of present initiatives and programs from a multi-stakeholder perspective including key stakeholders, programs, initiatives, policy efforts, networks, coalitions, and research priorities.
- 2. Development of concepts, scenarios and approaches**– based on a stakeholder consultation process, a minimum of three conceptual/programmatic approaches in line with DRC strategy, should be developed through a consultative process involving DRC key staff at country, regional and HQ level and potentially from selected organisations in Lebanon.

### **Duration**

DRC is looking to contract a consultant that meets below requirements as soon as possible. The deliverables of these terms are due two months from the starting date. The estimated level of effort for this engagement is a maximum of 35 days.

### **Deliverables, roles and responsibilities**

The consultant will be responsible for scoping opportunities and developing scenarios and related approaches to support refugee and Lebanese youth.

She/he will report to the Head of Programs of DRC Lebanon and will work closely with the DRC Global Advisor for Youth in Displacement, DRC Lebanon Programme Team and in particular the Economic Recovery Coordinator and Protection Coordinator and the DRC Regional Programme team

Responsibilities will include:

- Review and analysis of the stakeholders and relevant programs, research projects, analysis and reports related to mobilizing refugee and youth empowerment and employment opportunities in Lebanon, and assessment of their relevance and identification of good practice for the design of one or more strategic concepts
- Stakeholder mapping and outreach to potential partners for the scoping and design of opportunities in Lebanon. This could include government institutions and policies, multi-lateral and bilateral donors and UN agencies (GCR, GRF), Poverty Alleviation Coalition actors, technical experts and others at regional or global levels including the DRC led Amman based Durable Solution Platform (DSP).
- Identification of possible strategic partners for the development of scenarios and design of approaches towards comprehensive youth inclusion and empowerment where DRC and other strategic partners can add value.
- Lead a minimum of two design workshops/processes with identified/potential strategic partners to develop a minimum of three scenarios and related modalities that combines projected impact linked to project objectives, strategic partnerships, potential funding streams, sources, and requirements, assessment of feasibility and risks, a tentative roadmap and critical path to operationalize the approach/implementing instruments. While the strategic directions should be based on needs and what appears as most relevant for the empowerment of Youth in Lebanon, ideally these should focus on core sectors of DRC namely Economic Recovery, Protection and possibly Social Stability. Other sectors can be included as long it is a core focus of a strategic partner that DRC could cooperate with.

<b>Deliverables</b>	<b>LOE</b>	<b>Timeframe</b>	<b>Notes</b>
Detailed Assessment Workplan	1 days	March, 2021	Developed in collaboration with DRC Lebanon Country Office and CoP and DRC Global Advisor on Youth and the Economic Recovery unit (TBD)
Assessment Tools and approach	2 days		Interview/survey templates for external stakeholders including NGO's, private sector, key informants (government ministries, AUB and other research entities), international agencies, etc.)
Matrix of Actors/Stakeholders and Roles	2 days		The main players in the ecosystem and the relationships between them – including entities within the private sector, public sector, international agencies, and civil society.
Report from desk research	3 days		Summarized findings from an exhaustive study of previous/current initiatives for mobilizing refugee and Lebanese youth empowerment and employment in Lebanon/the MENA region.
List of entities shortlisted for interviews	1 day		This should include beneficiaries, NGO's, research entities, international agencies, Government, Private Sector Representatives, etc.
Preliminary presentation of possible strategic partnerships and design of approaches	5 days		Identification and mobilization of at least five possible strategic partners for the development of scenarios and design of approaches
Draft Report	13 days		A comprehensive assessment of the potential relevance of different opportunities for the program sectors and objectives. This document should be at least 20 pages (TBD).
Workshop delivery & reports	3 days		Lead at least two workshops with identified strategic partners and project partners to develop a minimum of three scenarios and related conceptual instruments.
Final Presentation	1 days		In person presentation of the final findings to DRC.
Final Report	4 days		Final written report following completion of all consultancy activities listed above, data collected (quantitative and qualitative) during the consultation period in both summarized and full formats, recommendations for strategic partnerships, financial model and tentative roadmap to operationalize the approach/concepts.
<b>Total</b>	<b>35 days</b>		

### **Profile and qualifications**

The successful candidate must be able to work independently within DRC's structure to deliver the required outputs within a tight deadline and with a large and complex interface with a variety of internal and external stakeholders. Qualifications will include:

- Background in social science, international development, business development, or similar. Preferably Master level with expertise in both quantitative and quality research.
- Understanding of the Lebanese context related to the empowerment and economic/livelihood opportunities for Syrian and Lebanese youth
- Understanding of multi-stakeholder approaches (for example partnership driven programming) used in similar settings and/or for similar social sector objectives
- Proven track record in conducting similar studies and design of conceptual programmatic opportunities
- Experience in/good knowledge of INGO led Economic Recovery and Protection programming
- Ability to coordinate and bring together a diverse group of stakeholders and mobilize around a shared vision
- Ability to structure complex insights into written and visual products that bring out key features and enable decision making
- Fluency in English required. Professional proficiency in Arabic is strongly preferred

### **Proposal Submission**

Interested consultants must submit as a minimum:

- Document 1: an updated CVs of consultant or consultant team - companies also need to include Company profile
- Document 2: a 2-page document outlining a basic strategy and technical approach to the TOR, team composition and timeline
- Document 3: a 1-page document showing portfolio of previous consultancy similar or other relevant experience. This must include references from the organizations that contracted the consultant.
- Document 4: A separate financing proposal in USD with a breakdown of budget covering consultancy fees and all related expenses to implement the activities of the consultancy including travel and transportation, accommodation and all logistical requirements (emphasis on COVID-19 restrictions and feasibility).

All received bids meeting the minimum requirements will be assessed for profile and qualifications (document 1), technical approach (document 2), and similar experience (document 3). Bids will be scored according to the criteria below for the initial screening.

#### **1. Profile and Qualifications (Weighted percentage – 50%)**

- a. The candidate meets the profile and qualifications for the TOR
- b. The consultant(s) have similar or other relevant experience in developing explorative concepts and/or multi-stakeholder approaches
- c. The consultant(s) have relevant experience in sectors similar to those of the focus of the TOR (program development, multi-stakeholder approaches)
- d. The consultant(s) demonstrated relevant experience in Lebanon or in contexts comparable to Lebanon

**2. Technical approach (Weighted percentage – 50%)**

- a. The technical approach addresses the key aspects and deliverables, roles and responsibilities of the ToR
- b. The strategy draws on sector good practice and is relevant to the tasks
- c. The technical approach will deliver the required outputs, within the deadlines

Top scoring bids will be evaluated on the financial proposal as well:

**3. Value for money**

- a. The financial proposal has a reasonable balance between outputs and costs

Based on the initial screening, DRC may invite selected bidders for an interview.

In addition, the consultant shall provide the following with his technical and financial bid to meet the administrative criteria: (Attached)

- **Completed Supplier profile form**
- **Signed Code of Conduct**

**The financial proposal** must specify the following:

- The costs for the services requested in the deliverables table above, it could be per day, per deliverable, or lump sum.
- The Costs should be provided in **USD**.
- The Consultant shall be **wholly responsible** for all taxes, national insurance or other contributions, which are or may be payable out of, or, as result of the receipt of, any fees or other monies paid or payable in connection with this Agreement. The Consultant shall accordingly indemnify and hold DRC harmless against all taxes (including VAT), national insurance or other contributions, costs, claims, penalties, interest, expenses or proceedings arising out of or in connection with such taxes and contributions.
- The Consultant should notify DRC of **his/her registration for V.A.T and provides V.A.T invoices** in respect of the Consultancy services.

**Instructions for Submission of Bid**

- By Email: Emails must be sent to the following address:  
[LBN-Procurement-RFP@drc.ngo](mailto:LBN-Procurement-RFP@drc.ngo) quoting, **RFP# BEY/2021/02**, in the Subject line.

Proposals must be received to the mailbox before closing deadline (**26<sup>th</sup> of February at 14:00 (local Beirut time)**).

Any bids received past the deadline will be disqualified.

All related questions should only be addressed to: [LBN-Procurement-RFP@drc.ngo](mailto:LBN-Procurement-RFP@drc.ngo)

All bids received in pencil will be disqualified.

**Validity of Offer**

Bid's must be valid for a minimum of 30 days from the date of the RFP closing date. Bids not meeting the Bid Validity Period may be disqualified. DRC will attempt to notify all suppliers of the outcome of their proposals as soon as possible after evaluation.

### **Evaluation of Bids**

All Bids received and accepted will be evaluated based on the criteria in page 6.

Note: Shortlisted suppliers complying the technical and financial requirements may be asked for an interview with the committee and supplier chain.

### **Contract Award**

Under the 'best value for money' principle, DRC will award the contract(s) (DRC Purchase Requisition or Service Contract) to the 'lowest responsive bid' except where other considerations are warranted. These other considerations can be – total cost of ownership; cost of on-going consumables; technical proposal, price vs warranty; quality vs price etc..

### **RFP Enquires**

All enquires and questions should be addressed to the email given in the RFP Detail's section! All Q&A's will be shared with all invited suppliers.

Under DRC's Anticorruption Policy, Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

**Sincerely,**  
Supply Chain Department  
February 2021

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