

## Request for Proposal

For Consultancy Service on the Adolescent Girls - I Am Here approach

FOR

DANISH REFUGEE COUNCIL (LEBANON)

<b>Request for proposal (RFP) BEY/19/001</b>	
Name of the organization	Danish Refugee Council
Date of issue	21 <sup>st</sup> of March 2019
Last date and time for receipts of bids	25 <sup>th</sup> of March 2019 at 16:00 pm (Beirut time)
Address for the submission of proposals	By email at: procurement.rfp@drclebanon.dk

The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization founded in 1956 that works in more than 30 countries throughout the world. DRC fulfils its mandate by providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities in the conflict areas of the world; and by advocating on behalf of conflict-affected populations internationally, and in Denmark, on the basis of humanitarian principles and the Human Rights Declaration. We understand "durable solutions" as any means by which the situation of refugees can be permanently and satisfactorily resolved, enabling them to live normal lives. Durable solutions can be voluntary repatriation, local integration or resettlement. In Denmark, DRC assists refugees in all aspects of integration as well as asylum procedures. Internationally, DRC actively participates in supporting the protection of refugees, and promoting durable solutions for conflict-affected populations.

**Overall purpose of the role:** The purpose of the role is to support the implementation and on-the-job coaching for the “I Am Here Approach”, an approach adapted and contextualized from the Women Refugee Commission’s global design (WRC), by WRC and DRC Lebanon, from 2014 until 2018.

About the “I am here approach”: the approach enables humanitarian actors from any sector to (1) rapidly identify the specific profile of adolescent girls where humanitarian actors are working and (2) better link adolescent girls to services. It has been implemented to engage adolescent girls and their caregivers against early marriage. The “I am here approach” uses the “Girl Roster” which is an application of a 7- to 10-minute questionnaire that produces the Girl Roster output matrix that “makes visible” the characteristics of adolescent girls within a displacement setting—the matrix sorts vulnerabilities into categories associated with particular needs, vulnerabilities and risks.

**Please refer to the attached Annex A – Job description for more details.**

**Submission guidelines:**

Candidates should submit the below:

- Detailed CV
- Examples of previous relevant work
- Certificates for relevant activities / workshops

**Instructions for Submission of Bid**

There are two methods for submitting bids:

- **Hard Copy:** One original copy of your proposal (CV’s and relevant documentation) in a sealed envelope clearly marked with **RFP#BEY/2019/001 and the bidder’s name**. The sealed envelope must be deposited into the DRC Tender Box at the address below before the RFP Closing Date and Time.

*Paragon Building, 3rd Floor, Alfred Naccache Street, Achrafieh, Beirut, Lebanon*

It is the bidder’s responsibility to ensure that the sealed envelope is deposited into the Tender Box.

- **By Email:** Email submissions will be accepted and must be sent to the following address:  
[Procurement.rfp@drclebanon.dk](mailto:Procurement.rfp@drclebanon.dk) quoting, RFP#BEY/2019/001, in the Subject line.  
*RFPs must be received in the email inbox by the closing deadline.*

The closing date for submission of proposals is on the **25th of March 2019 at 16:00 pm (local Beirut time).**

**Any bids received past the deadline will be disqualified.**

**Bid documents to be submitted:**

**Annex B: General Conditions of Contract for the Procurement of Services**

**Annex C: Code of Conduct**

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Bids submitted by mail or courier are done so at the bidder’s risk and DRC takes no responsibility for the receipt of such bids.

All bids received in pencil will be disqualified.

### **Evaluation of Bids**

The criteria for awarding contracts resulting from this RFP will be based on the 'best value for money' principle. For the purpose of this RFP DRC defines 'best value for money' as:

*Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e. reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).*

All CV's will be reviewed by a committee, and interviews will be held with the short listed candidates with relevant profiles and experience.

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Sincerely,

Procurement Department

March 2019