

Request for Proposal

For Skills Building and Improved Employability Services

FOR

DANISH REFUGEE COUNCIL (LEBANON)

Request for proposal (RFP) # LEB/BKA/18/003	
Name of the organization	Danish Refugee Council
Date of issue	4th of December 2018
Last date and time for receipts of bids	21st December 2018 at 14:00 pm (Beirut time)
Address for the submission of proposals	By email at: procurement.rfp@drclebanon.dk
Address for queries	By email at: procurement.rfp@drclebanon.dk

Background: As the Syrian Crisis enters its seventh year, close to four million displaced Syrians are living in neighboring countries. Lebanon has absorbed 1.2 million Syrian refugees, which has resulted in mounting pressures on overstretched public infrastructure, services, and resources. Hosting populations have progressively suffered from declining living standards, livelihood opportunities and access to quality basic services as the crisis has moved from an emergency state to its current protracted situation. Initial charitable sentiments and generosity toward the refugee populations are eroding and growing social volatility in the region is contributing to inter-communal tensions, political unpredictability, and economic stagnation. While the Syrian influx has exacerbated socioeconomic cleavages in both Lebanon, it has certainly not created them and renewed attention on addressing the root problems of these challenges is needed to move beyond the short-term gap-filling assistance that has characterized the Syria Crisis response to date. Women and youth are disproportionately affected and opportunities to access sustainable livelihoods and participate in public debate and policy decisions are particularly limited, leading to growing frustrations. Recent reports have highlighted a generalized discontent among refugees and host communities with regard to the international and national responses to the crisis across the region, citing in particular a lack of transparency in aid provision, weak impact on preparation for future crises as well as low levels of community input in aid planning and delivery.

For further information about DRC, please refer to our website: www.drc.dk

The Project:

With funding from the NOVO NORDISK, the Danish refugee council (DRC) is implementing a project in Bekaa. The DRC livelihoods teams will conduct a targeted outreach campaign to identify interested candidates, this action will be followed by a registration session aiming to identify vulnerable Lebanese and Syrians who are interested in gaining new skills and employment opportunities. Once eligible beneficiaries are assessed and selected, they will receive tailored job counselling that explores their needs, goals, and the necessary actions to improve their chances of accessing quality and sustainable employment.

The intervention concentrates on accessing quality, sustained and dignified employment by the provision of **market-led vocational, soft and life skills trainings**, including literacy and numeracy, facilitated by private sector providers. The possible examples of courses under **vocational training** which DRC has found successful in previous programs include: concrete works, steel works, line cook, accounting, secretary, doctor assistant, AC maintenance and installation and cell repair.

Specific Objective of the project include:

DRC will hire a private sector company to provide classes of practical skills training and workforce-efficiencies development for a maximum of 600 individuals. The service provider must be able to provide life, soft- skills and Vocational Trainings.

Courses couldn't be determined at this phase but we can give an overview from our previous implementation as below:

- Life skills and soft skills potential topics include computer literacy, basic numeracy, basic English and financial literacy
- Vocational trainings potential course includes Mobile repair, secretary, doctor assistant, AC maintenance and installation, concrete works, cooking line, chocolate Molding, sales and marketing services, steel works.
- The above suggested courses are samples of what we are looking for. The service provider can suggest additional courses and apply for all courses or part of it which is available. DRC has the right to select one or more service provider based on the best value of money.

Duration of each course

- **Vocational trainings** will consist of approximately 60 hours training over one to two months' period depending on the curriculum.
- **Life and soft skills trainings** will require approximately 30 hours of instruction over a four to six-weeks period
- Beneficiaries of both trainings will also benefit from short awareness sessions on skills such as CV writing, interviewing skills, and conducting online job searches to aid their chances of employment.

Beneficiaries:

- DRC will prioritise vulnerable youth and women with a target ratio of 50% Lebanese and 50% Syrians. This proportion may be amended to suit contextual realities. Youth between 15-24 years have been prioritised in the design of this intervention as they face heightened barriers to livelihoods opportunities. Women in both Lebanese and Syrian demographics are disproportionately excluded from formal and informal labour sectors, and thus will be prioritised throughout this action.

Location:

- The service provider must have the venue equipped with materials needed to each of the classes in Center and West Bekaa and having additional branches all over Bekaa will be an advantage.
- Beneficiaries might come from the different Bekaa villages.

Education background:

- Beneficiaries might have different academic level (elementary, Secondary, University, technical) That's why the service provider should have the capacity to place them according to their level of education

Age & Capacity of each class:

- Age range is between 15 and 50 years old.
- Capacity range is between 12 and 15 beneficiaries in each class.

Applications

Qualified providers are expected to send their Applications/Technical proposal including:

Essential Criteria:

- Registration papers for the organization, company or establishment of the applier.
- Financial offer (signed and stamped) that includes clearly the unit price per:
 - Trainee per course
 - Kit per course (if required)
 - Transportation cost per trainee
- Clear curriculum for each course.
- Provide Certified Certificates for Trainees at the end of the courses.
- Capacity to deliver some of the VT,LS, and SS trainings outside their work zone or locale while providing them with the necessity
- General description and historical background of the applier, along with the conducted activities and previous related experience by sharing examples.
- Applicants should apply directly to DRC's procurement team as listed in this advertisement

Preferred Criteria:

- The capacity and the approach used in developing and conducting similar trainings.
- Accommodation capacity to host trainees at the center.
- Providing a clear budget that shows cost per beneficiary, transportation fees, trainer, kit, certificate, and utilities.
- CVs of the main staff

Evaluation Criteria

DRC will use the following criteria to assess applicants:

- 1- Clear curricula on the suggested trainings and similar with a timeline of each course.
- 2- Experience and background of the company and its teachers in the training delivery
- 3- Availability of support in reaching potential employers for job opportunities
- 4- Availability of centers and relevant tools for the suggested trainings in the targeted areas.
- 5- Capability of providing tool kits for the trainees including procurement and delivery
- 6- Center's condition and capacity for having courses running in parallel
- 7- Availability to DRC's monitoring of classes, quality, attendance collection and follow up
- 8- The cost per beneficiary including all the needed costs

Instructions for Submission of Bid

There are *two methods* for submitting bids:

- **Hard Copy:** One original copy of your proposal in a sealed envelope clearly marked with **RFP# LEB/BKA/18/003 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** quoting, RFP# LEB/BKA/18/003, in the Subject line. RFPs must be received in the email inbox by the **closing deadline**.

The closing date for submission of proposals is **21st of December at 14:00 pm (Beirut time)**

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

All related questions should only be addressed to Procurement.rfp@drclebanon.dk.

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.

Validity of Offer

Your bid 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

The scoring legend is as follows:

Legend:	
1	Not acceptable
2	Adequate
3	Acceptable
4	Good
5	Great

Moreover, 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 bids will undergo a Technical Evaluation where the specifications of the offered services will be evaluated against the specifications advised in this RFP. Those bids that meet the specifications will be classed as 'Acceptable' and the bids progressed onto the 'Financial Evaluation'.

The Financial Evaluation will be based on the 'lowest acceptable bid' taking into consideration other factors such as warranty, quality, total cost of ownership, cost of on-going consumables, etc.

Contract Award

After ensuring that applicants meet the eligibility requirements, a technical review committee will score each proposal per criteria. The proposals that achieve the highest average across the 27 criteria will be selected for partnership.

In addition, under the 'best value for money' principle, DRC will award the contract(s) (under DRC General Conditions of Contract for the Procurement of Services) 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; price vs warranty; quality vs price.

RFP Enquires

All enquires and questions should be addressed to: procurement.rfp@drclebanon.dk

Under DRC's Anti-Corruption 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,
Procurement Department
December 2018