

Request for Proposal

Request for Skills Building and Improved Employability Services

FOR

DANISH REFUGEE COUNCIL (LEBANON)

Request for proposal (RFP) BKA/20/002	
Name of the organization	Danish Refugee Council
Date of issue	6 th of July 2020
Last date and time for receipts of bids	16th of July 2020 at 14:00 Beirut Time
Address for the submission of proposals	By email at: LBN-Procurement-RFP@drc.ngo
Address for queries	By email at: LBN-Procurement-RFP@drc.ngo
Technical Meeting in DRC office or via Skype	13th of July at 11:00am

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.ngo

The Project:

Under the Employment with Dignity Pillar of the Dutch Prospects, ILO and DRC are implementing a project in Bekaa to enhance employability and decent employment for vulnerable Lebanese host communities and Syrian refugees upon labor market needs. The present proposed project of employability services for vulnerable job seekers is one of the components of a larger livelihoods project also focusing on business and market support, and thus linking up all of the components for greater livelihoods impact.

Under this pillar DRC will collaborate with UNHCR in its Community Development Centres (CDCs) to provide a range of employment support services based on labour market needs to develop their marketable skills, employability and entry in the labor market.

Specific Objective of the project include:

DRC will sub-contract a vocational training institute to provide classes of practical skills training development for a maximum of 40 individuals. It is requested that the trainings can be certified by the Lebanese Ministry of higher education or equivalent organization.

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

- As examples of potential trainings: Mobile repair, secretary, doctor assistant, AC maintenance and installation, concrete works, cooking line, Food hygiene and safety, Agriculture steel works.

- The above are examples of what we are looking for, if your organization don't provide all what have been mentioned as an examples DRC might contract additional service providers.

- **Duration of each course**

Vocational trainings will consist of approximately 60 hours not exceeding a maximum of 65 hours training from the 1st of September until the 18th of December 2020 depending on the curriculum.

Beneficiaries will also benefit from short awareness sessions (4 hours in total) on skills such as CV writing, interviewing skills, and conducting online job searches to aid their chances of employment.

- **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) The service provider should have the capacity to serve all beneficiaries, no matter their level of education and adapt the curriculum accordingly.

- **Age & Capacity of each class:**

- Age range is between 16 and 50 years old.
- Capacity range is between 12 and 15 beneficiaries in each class
- The service provider should be able to abide by the World Health Organization health and hygiene measures, respecting social distancing including providing basic materials such as: Face masks or face shields for each beneficiary and hand sanitizers available per room.

- **Applications**

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

- General description and historical background of the applier, along with the conducted activities and previous related experience by sharing examples.
- The capacity and the approach used in developing and conducting similar trainings.
- Description of the curricula available and learning objectives
- Accommodation capacity to host trainees at the center.
- CVs of the main staff
- Cost by beneficiary should include transportation fees, trainer, kit, certificate, utilities

- Applicants should apply directly to DRC’s procurement team as listed in this advertisement

- 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

Criteria	Description
General description and historical background of the applier, along with the conducted activities and previous related experience by sharing examples.	CVs of the main staff, Experience and background of the company and its teachers in the training delivery
The capacity and the approach used in developing and conducting similar trainings.	the training can be certified by the Lebanese Ministry of higher education or equivalent organization.
Description of the curricula available and learning objectives, detailed curricula on the suggested trainings and similar with a timeline of each course.	<p><u>Mobile repair, secretary, doctor assistant, AC maintenance and installation, concrete works, cooking line, Food hygiene and safety, Agriculture steel works.</u></p> <p>Beneficiaries will also benefit from short awareness sessions (4 hours in total) on skills such as CV writing, interviewing skills, and conducting online job searches to aid their chances of employment</p>
Accommodation capacity to host trainees at the center.	Age between 16 to 50

<p>Center's condition and capacity for having courses running in parallel.</p>	<p>Capacity range is between 12 and 15 beneficiaries in each class.</p>
<p>Cost by beneficiary should include: transportation fees trainer kit certificate utilities.</p> <p>The Costs should be provided in USD.</p>	<p>Total of 40 individuelles</p> <p><u>Not exceeding a maximum of 65 hours training from the 1st of September until the 18th of December 2020</u> depending on the curriculum.</p>
<p>Availability of support in reaching potential employers for job opportunities.</p>	
<p>Availability of centers and relevant tools for the suggested trainings in the targeted areas</p>	<p>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.</p> <p>Beneficiaries might come from the different Bekaa villages</p>
<p>Capability of providing tool kits for the trainees including procurement and delivery</p>	<p>40 kit, based on the training given.</p>

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# BKA/2020/002 and the name of the center.**
The sealed envelope must be deposited into the DRC Tender Box to the address below *before the RFP Closing Date and Time.*

Paragon Building, 3rd Floor, above Body Garage gym, 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: LBN-Procurement-RFP@drc.ngo quoting, **RFP# BKA/2020/02**, in the Subject line.
RFPs must be received in the email inbox by the closing deadline.

The closing date for the submission of proposals is **16th of July 2020 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.

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 Bidders of the outcome of their proposals as soon as possible after evaluation.

Evaluation of Bids

All Bids received and accepted will be evaluated on a 'line item' basis as follows:

- a) Administrative Evaluation: Evaluated to ensure compliance with all the RFP requirements and to ensure that all Bids and calculations are readable and acceptable and includes:
 - *Signed Code of Conduct*
 - *Supplier profile registration form*
 - *General conditions for procurement for services*

b) Technical Evaluation: All Bids received will undergo a Technical Evaluation based on ‘cumulative bid score’ as stated below:

Generic Technical compliance:

- Technical/Finance proportion 70/30
- Minimum passing technical score 40

The technical criteria for this RFP and their weighting in the technical evaluation are:

Technical Criteria #	Technical Criteria	Technical Weighting
1	Detailed curricula on the suggested trainings and similar with a timeline of each course. Mobile repair, secretary, doctor assistant, AC maintenance and installation, concrete works, cooking line, Food hygiene and safety, Agriculture steel works	30
2	the training can be certified by the Lebanese Ministry of higher education or equivalent organization	30
3	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.	10
Financial		
	Financial proposal / quotation, cost of 40 beneficiaries should include: transportation fees, trainer, kit,certificate,utilities . cost must be in USD. Ability to accept checks or fresh account. invoicing, billing must be submitted per class, per beneficiary, along with detailed attendance sheet.	30

*Out of the maximum 70 points that can be given for the Technical evaluation, bidders must obtain a minimum score of at least 40 in order to proceed to the financial evaluation. Only then will the financial offer be evaluated and reviewed against the technical offer.

c) Bids that comply with the requested items, specifications, and delivery conditions will be classed as ‘responsive’ (acceptable). Only Bids classed as ‘responsive’ (acceptable) will progress onto the ‘Financial Evaluation’ and will be shortlisted. ‘Non-responsive’ bids (not-acceptable Bids) will no longer be under consideration at this stage.

d) ***Financial Evaluation:*** All 'Responsive' Bids will undergo a Financial Evaluation based on proportion 70/30 where 30 is the weighted percentage of price offer.

Note: Shortlisted centers complying the technical and financial requirements may be asked for an interview with the responsible manager 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; price vs warranty; quality vs price.

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

July 2020