



RFQ-DB23-22-MEAL Consultant-Rev 01

Introduction

1. Background

The American University of Beirut (hereinafter referred to as “AUB”) (<http://www.aub.edu.lb>) is an educational not-for-profit corporation established under the laws of the State of New York, U.S.A., including a Campus and a Medical Center, in Beirut, Lebanon, and an office in the U.S.A., in New York (NY), U.S.A.

AUB serves over 12000+ users. It consists of more than 4,500 faculty and staff, and has an enrollment of approximately 9,102 students, more than 1,200 of whom reside on Campus.

Additionally, AUB’s medical center (AUBMC) is currently attesting to its superior standards in patient-centered care, nursing, and pathology/laboratory services. With a highly skilled and trained team of over 2,300 members and over 300,000 patient visits throughout the past year AUBMC is committed to improving the delivery of health care in Lebanon and the region.

Scope of Work

AUB-NCC is requesting support to enhance its Monitoring, Evaluation, Accountability, and Learning (MEAL) framework. The project involves three crucial phases. An in-depth assessment of MEAL needs will be carried out over a period of three weeks. This will involve analyzing the current MEAL practices, identifying areas for improvement, and understanding specific requirements to enhance project evaluation and impact assessment.

The project aims to design and develop a specialized MEAL tool, known as the "MEAL Dashboard," which will centralize and streamline project evaluations. The development phase will span four weeks, focusing on creating a user-friendly and efficient dashboard that consolidates key performance indicators and allows for real-time project monitoring.

Finally, the project includes a one-week training session for the AUB-NCC team on effectively utilizing the newly developed MEAL Dashboard. These training sessions are designed to equip the team members with the necessary skills and knowledge to leverage the tool for improved project evaluation and data-driven decision-making.

Throughout the project, close collaboration, clear communication, and a shared commitment to achieving MEAL excellence will be prioritized, aligning with AUB-NCC's mission of fostering growth and sustainable impact in their initiatives.

2. Role and Responsibilities

RESPONSIBILITIES/DELIVERABLES

Phase 1: In-depth Assessment of MEAL Needs (3 weeks)

- Analyze the current MEAL practices at AUB-NCC.
- Identify areas for improvement in the existing MEAL framework.
- Understand specific requirements to enhance project evaluation and impact assessment.

Phase 2: Design and Development of MEAL Dashboard (4 weeks)

- Design a specialized MEAL tool called the "MEAL Dashboard."
- Centralize and streamline project evaluations through the MEAL Dashboard.
- Create a user-friendly and efficient dashboard.
- Ensure the dashboard consolidates key performance indicators for projects monitoring.
- Enable real-time project monitoring through the MEAL Dashboard.

Phase 3: Training Session for AUB-NCC Team (1 week)

- Conduct a one-week training session for the AUB-NCC team.
- Train team members on effectively utilizing the newly developed MEAL Dashboard.
- Equip team members with the necessary skills and knowledge for improved project evaluation.
- Foster data-driven decision-making within the AUB-NCC team.

Overall Responsibilities:

- Provide support to enhance the MEAL framework at AUB-NCC.
- Coordinate and facilitate the project's three crucial phases.
- Ensure close collaboration with the AUB-NCC team throughout the project.
- Maintain clear communication to align efforts and achieve MEAL excellence.
- Uphold a shared commitment to fostering growth and sustainable impact in AUB-NCC's initiatives.

Period

From September, 2023, till November 3, 2023

Requirements Process

3. Participation to RFQ

Suppliers willing to submit their offers should confirm by sending an Intent to Respond through an email to Ms. Darine Barakat (Email db08@aub.edu.lb) within 2 business days of receiving the RFQ.

4. Required Documents

All proposal documents should be provided in English and submitted with the following:

For Individual:

- Resume or CV of presenter(s)
- A one-paragraph statement of interest
- Copy of your passport/ID
- Copy of your work permit for non-Lebanese
- The attached form (signed by you)
- Financial Proposal
- Examples of previously developed dashboards and systems
- References

For Corporate:

- Resume or CVs for the proposed team
- A summary about the approach in performing the tasks set in the scope of work, reflecting thoroughness and assurance of the Supplier's ability to meet requirements and deliverables
- List of proven implementation projects in similar organizations
- Examples of previously developed dashboards and systems
- List of references

5. Inquiries

All inquiries related to this bid shall be addressed to Darine Barakat db08@aub.edu.lb;

6. Evaluation Criteria

The following elements will be the primary considerations in evaluating submitted proposals and selecting the qualified vendor:

TECHNICAL EVALUATION	
1	Compliance with RFQ requirements
2	References of similar projects within higher education.
FINANCIAL EVALUATION	
1	Financial Proposal

7. Apology

In case the requested services are not available, or you do not want to participate in this bid, you are kindly requested to respond by submitting a written apology to pca-rfq@aub.edu.lb indicating the reason and the bid reference number.

8. RFQ Schedule

Milestone	Date/Time
RFQ issuing date	22/08/2023
Deadline for receiving offers	04/09/2023

9. Payment and Additional Taxes

Payments will be made in Fresh Dollars.

Payment shall be tied to each deliverable and shall be effective upon satisfactory delivery of the service.

Service Providers without a Tax registration number in Lebanon are subject to withholding of Non-resident taxes at the rate of 7.5%. This tax applies to foreign and local Service Providers who are not registered with the Ministry of Finance in accordance with the articles 41 and 42 of the Lebanese Income tax law.

10. Pricing

In your financial offer, please provide price per deliverable for the project. Prices are to be quoted excluding VAT & including 7.5% withholding tax (if applicable), and currencies used are only US Dollars.

Deliverables	Price in USD FRESH DOLLARS
<ul style="list-style-type: none"> Assessment of MEAL needs for AUB-NCC (3 weeks) Design MEAL tool for the evaluation of the center's projects (MEAL Dashboard) (4 weeks) Train AUB-NCC team on the use (1 week) 	
Total	\$

11. Submission Date & Time

Offers must be submitted on or before:

September 04, 2023, 01:00 PM Lebanon Time

12. Submission Address

Offers must be submitted by email to pca-rfq@aub.edu.lb only (make sure not exceed 10 MB). Please, do mention the bid reference in the subject line of your email:

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13. Confidentiality, Sanctions & Data Protection

All information included in this Request for Proposal are confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party. AUB may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

Service Providers shall represent and warrant that neither it nor any of its officers, directors, employees, partners, or members is designated as a Specially Designated National and Blocked Person (SDN) on the list maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) (the "SDN List"). In the event that the Service Provider or any of its officers, directors, employees, partners, or members is or becomes listed on the SDN List, or in the event that U.S. sanctions prohibit AUB from transacting with the Service Provider or any of its officers, directors, employees, partners, or members, AUB shall have the right, without any liability, to immediately terminate this Agreement. As a result, all future commitments with the Service Provider will be cancelled and, at AUB's discretion, pending transactions will be either frozen or terminated and all other actions necessary, or in the opinion of AUB, appropriate to comply with applicable laws, rules or orders will be implemented.

Service Providers and entities sponsoring them (subcontractors or that they represent) should be cleared on the OFAC Specially Designated Nationals And Blocked Persons List ("SDN List") prior to being admitted to a service, training or any executive education program. Applicants who are listed on the SDN List or who are sponsored by an entity that is listed on the SDN List cannot be admitted to such program. Applicants who represent or reside in a country that is sanctioned by OFAC cannot be admitted to such services/programs unless this activity is permitted under an OFAC General License.

Service Providers shall confirm compliance with all applicable data protection laws including the requirements of Article 28 of the General Data Protection Regulation (GDPR). Service Providers shall maintain integrity of the data, without alteration, ensuring that the data can be separated from any other information created; and shall immediately contact AUB if there is any personal data breach or incident where the data may have been compromised. Service Providers shall undertake to ensure that all employees and other representatives accessing the data are aware of the terms of this Agreement, have received comprehensive training on all applicable data protection laws and related good practices, and are bound by a commitment of confidentiality. Service Providers shall not involve any third party in the processing of the data without the prior written consent of AUB who shall have an absolute right to withhold such consent at any time for any reason, or for no reason at all.

14. Insufficient Data

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.

15. RFQ Award & Execution

AUB reserves the right to cancel the RFQ without giving the reasons, at any stage prior to the execution of the contract whether before or after the selection of the successful Supplier. AUB reserves the right to reject any proposal without giving the reasons for such rejection. Unless otherwise stipulated, the RFQ and proposal of the selected bidder will become part of any contract initiated by AUB. The contract form will be provided by AUB upon selection of the successful bidder. AUB will not incur any liability to any bidder as a result of using its rights hereunder or any other right provided for by law.

16. Validity

Proposals submitted shall be valid for 6 months from the date of submission. Proposals will be treated as final and binding offers and may not be amended or withdrawn without the written permission of the University.

17. Proposal Ownership

All materials submitted in response to this RFQ shall become the property of AUB. Selection or rejection of a proposal does not affect such right.

18. Costs

The University will not be liable for any costs incurred by Service Providers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Service Providers in responding to this RFQ are entirely the responsibility of the Service Providers, and shall not be reimbursed in any manner by AUB.

19. Restrictions

Individuals of foreign Service Providers carrying out consultancy service and working in Lebanon need to provide a copy of work and residency permits for non-Lebanese.

AUB shall have the right at all times to appoint any other person(s) or company(ies) to carry out the same services offered by the Service Provider.

The Service Provider and its staff shall possess a high level of skill compatible with the Services they are required to perform, shall comply with all University policies and procedures applicable from time to time, and shall manifest a high standard of behavior when on Campus or at any other assigned workplace. The Service Provider shall grant AUB the right to train such workforce exactly as it trains its employees. The workforce is subject to AUB's policies and procedures and any violation of these policies will allow AUB to apply the appropriate disciplinary measures to the individuals in question and ultimately ask for a replacement.

AUB is a tobacco free university; as such Tobacco companies and/or their subsidiaries are not allowed to participate in this Request for Proposal. Contractors and/or Service Providers should ensure that their workers and staff comply with AUB's non-smoking policy while on site.

20. Disclosure

Service Provider represents and certifies that the offer has not been knowingly disclosed directly or indirectly to any competitor or AUB staff or other Supplier before the opening of proposals by AUB. Service Provider represents and certifies that the financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other Service Provider. Service Provider represents and certifies that no attempt has been made to induce any other company or person to submit or not to submit a proposal in response to this RFQ for the purpose of restricting competition.

21. Governing Laws

The laws of Lebanon shall govern the validity, interpretation, construction, performance, and implementation of this RFQ. Any dispute arising out of this RFQ shall be exclusively settled by the courts of Beirut, Lebanon.

Hanan Itani Ramadan
Director of Procurement & Contracts Administration