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| **From** | Lebanese Red Cross | **To:** |  |
| **Contact Person:** | Rim Fares | **Contact Person:** |  |
| **Address 1:** | Spears – Kontari – Facing Barbar | **Address 1:** |  |
| **Phone #:** | 00961 1 372802 | **Phone #:** |  |
| **E-mail:** | Rim.fares@redcross.org.lb | **E-mail:** |  |

The Lebanese Red Cross (LRC) hereby invites bids from manufacturers/reputed firms registered with the lebanese government to provide ***Soft skills training to improve the employability of vulnerable youth in Saida.*** as detailed below in the ToR.

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| --- | --- | --- | --- |
| **Request for Quotation Details:** | | | |
| **RFQ #:** | DRR0069 | **Currency of Bid (3-letter code):** | USD |
| **RFQ Issuing Date:** | May 26, 2023 | **Bid Validity Period (days):** | 120 Days |
| **RFQ Closing Date:** | June 1, 2023 | **Required Delivery Date:** | As per the TOR |
| **RFQ Closing Time:** | 4:00 PM | **Delivery Destination:** | Lebanon – Saida |
| **Questions to the RFQ:** | [Rim.fares@redcross.org.lb](mailto:Rim.fares@redcross.org.lb) | **Required Delivery Terms:** | DDP (INCOTERMS 2021) |

**Important Note:**

1. All bids received in pencil will be disqualified
2. LRC reserve the right to correct any miscalculation on the bid form
3. Payment terms: Fresh to Fresh Transfer up to 45 days of receipt of invoice and items- VAT amount will be paid with Cheque LBP official rate – **Please submit your IBAN Official Document**
4. **The Bidders Prices should include all fees associated with the service, such as tax, transportation; bank transfer fees, and any other related fees**.

**Submission details:**

One sealed envelope should be submitted in person, not by email, to LRC HQ procurement department located in spears,Kontari,facing barbar with the following inscription: RFQ#: DRR0069/23 do not open before June 1, 2023.

The Sealed envelope should include the following documents:

***Administrative Documents:***

1. Copy of company registration – (Ministry of Justice)
2. Copy of tax registration (Ministry of Finance)
3. Copy of VAT registration (Ministry of Finance)
4. Bank details: (Bank Name,Bank Address,Beneficiary Name, Beneficiary Address, Account#, Currency, IBAN ,SWIFT)
5. This RFQ completed signed and Stamped
6. Annex 1: Supplier Registration Form

***Technical documents/information to demonstrate their qualifications:***

1. Motivation letter summarizing relevant experience, his/her expertise, and success stories.
2. MOF registration form for individuals/company
3. CV/ resume including two references for similar projects.
4. Technical proposal: Provide a brief methodology on how they will approach and conduct the work of designing and delivering training as stipulated in ToR.

***Financial Documents:***

1. Annex 2: Financial Proposal

**Terms of Reference (ToR)**

1. **Background of Assignment**

Huge unemployment, particularly among young people, is a major challenge in Lebanon, which has been hit by one crisis after another, beginning with nationwide protests in October 2019 that revealed a severe financial and economic crisis, which was aggravated by coronavirus and a massive blast at Beirut's port in August 2020. The multidimensional crises severely deteriorated the Lebanese economic situation and pushed more than 70% of the Lebanese people under the poverty line.

Furthermore, the Lebanese economy is based on private initiative that contributes over 85% to national expenditure[[1]](#footnote-1). Currently, these private sectors are looking for high skilled youth employees to go along with the technology revolution and development happen in the world and reach the global market. on this context, the Lebanese Red Cross (LRC) is implementing a project which aim to enhance sustainable economic opportunities and employability of socio-economically disadvantaged youth and women in urban areas of Saida El Dekermani (Saida Municipality).

**Objective:** Under its objective to enhance employability of vulnerable youth in Saida, a project funded by the Spanish Red Cross and titled "Bridging gaps in Lebanon's Labor market" in urban and peri-urban areas of Saida El Dekermani" was established. Based on the analysis of the Labor Market Assessment (LMA) implemented in April 2022, the LMA revealed that the Lebanese youth level of education in Saida is very high, yet this does not translate into higher employment rates. The technological revolution has increased the demand for particular labor market skills in the region, many of which are not taught in the current public school system. This skill mismatch has contributed to a long and difficult time of unemployment for youth as their transition from university to labor market, with companies typically hesitant to hire youth who lack the necessary competencies. In this regard, the LRC seeks to improve the employability of socioeconomically disadvantaged youth in the Saida El Dekeramni region by matching their skills to labor market demand.

The LRC is seeking a proposal from a soft skills expert with experience in delivering **two-day workshops for 50 youth beneficiaries (18-25 years old)**, 50% female quota, and 25 youth per workshop.

The workshop should address different topics such as information about the labor market, job seeking techniques (resume building and interviewing skills, application submission, workplace ethics and behavior, etc.), effective communication, public speaking, presentation, rights and responsibilities, etc. The workshops will be designed to equip participants with the necessary skills and knowledge to communicate effectively, present ideas persuasively and engage audiences. The workshops should be tailored to the participants' educational level, as beneficiaries are selected based on vulnerability criteria.

The training program, which includes tools and materials relevant to the main topics of the workshop, will be determined by DRR-LRC through a process of technical evaluation followed by a financial evaluation of the proposals submitted by the selected soft skills expert or company.

1. **Scope of Assignment**
2. **Requirements for the selection of the Soft skills Expert**

The workshops will be held ***on July – September 2023***, in Saida region preferably or any other location if deemed more convenient in a center that will be determined and ensured by the DRR-LRC at a later stage. The Soft Skills Expert should develop a comprehensive training program (*Package*) that covers the following topics:

* Resume/CV building and Interviewing skills: Learn techniques for creating a well-structured resume with compelling content and layout, how to update a resume, submit applications, and prepare for various types of interviews and pre-interview preparations.
* Effective communication and Networking: Understand the significance of effective communication and acquire skills for clear and concise communication in professional settings.
* Public speaking: Learn public speaking skills and how to prepare presentations in order to deliver engaging speeches in front of an audience.
* Workplace Ethics and Behavior: learn how to respect workplace ethics and behavior that guides the behavior of employees with respect to what is right and wrong in regard to conduct and decision making.
* Presentation and Pitching: Acquire skills for creating impactful presentations and pitches, including the effective use of visual aids and persuasive language.

1. **Duties and Responsibilities of the Soft Skills Expert:**

* Develop comprehensive training programs that are aligned with the Terms of Reference (ToR) and the topics outlined in the Scope of Work, which includes designing and developing curriculum, materials, as well as pre and post assessments.
* Provide all necessary supporting materials for the training program, such as hand-outs for participants, power point presentations, checklists, reference materials, etc.
* Create a detailed agenda for the training sessions in collaboration with the project team.
* Design a training evaluation form to assess the skills of trainees and ensure that the training workshop has effectively upgraded their skills as defined in the workshop topics.
* Deliver the training program to two groups of participants, with 25 participants in each group.
* Prepare a comprehensive summary report of the training workshop, including key takeaways, evaluation of the participants, outcomes, photos, recommendations and lessons learned.
* Ensure that the training sessions are interactive and hands-on, providing ample opportunities for participants to practice and receive feedback on their skills.

1. **Deliverables**

The two days’ workshop shall be implemented in close coordination with the Project Team. The external expert should submit a unified agenda for the 2 day workshops including the main topics mentioned above in section 1 of requirement, taking into consideration that the workshop day should not exceed five hours.

Below are the expected deliverables:

* Training content and materials, including the training agenda.
* Prepare a comprehensive report on the two-day workshop, which includes an evaluation of the participants' skills, their upgraded level, lessons learned, recommendations, and photos.
* Develop an evaluation form for the participants, which will be reviewed and approved by the project team.

1. **Soft Skills Expert Profile**

***Academic Qualifications/Education:***

* Hold a University degree *(minimum Bachelor's)* in Public Administration, Economics, Law, Social Sciences, or any other related field, Advanced degree will be considered as an asset.

***Experience***

* At least five years’ work experience in a training or capacity building role.
* Previous experience in conducting Soft Skills Training is mandatory
* Previous experience in dealing with civil society organizations (CSOs) or youth groups is required;
* Demonstrated understanding of frameworks and structures for youth participation in participation in the Lebanese labor market.
* Experience with Red Cross is a plus

***Languages and other Requirements:***

* Proficiency in written and spoken Arabic and English languages.
* Excellent computer skills, including proficiency in MS Office applications, and ability to effectively use information technologies as a tool and resource.

***Technical Evaluation Criteria:***

***Technical Criteria weight-70% & Financial Criteria weight- 30%***

|  |  |
| --- | --- |
| **Criteria:** | **Points** |
| ***Criteria A: Expert Qualifications as stated in the ToR (40 Point)*** | |
| **Relevant Education** | **Max 3 points** 1 point allocated for Bachelor + 1 points for Masters + 1 points for PhD |
| **Relevant professional experience**  At least five years’ work experience in a training or capacity building role. | Max 6 points |
| Submitted methodology | Max 20 points |
| Previous experience in ***conducting*** Soft Skills Training | Max 5 points |
| Previous succefull experience with LRC | Max 1 points |
| Previous experience in dealing with civil society organizations (CSOs) or youth groups | Max 5 points |
| ***Criteria B: Interview (30 Point)*** | |
| Interview | 30 Points |

The award of the contract will be made to the candidate whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight- 70%
* Financial Criteria weight- 30%

**Annex 2: Financial Proposal *(the bidder is responsible to complete the table below)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BIDDER TO COMPLETE** | | | | | | |
| **Item #** | **Item /Milestone Required** | **UOM** | **QTY** | **UNIT PRICE (USD)**  Exclusive VAT | **VAT 11%** | **TOTAL PRICE (USD)**  Inclusive VAT |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **TOTAL AMOUNT IN USD (TTC)** | | | | | |  |

The bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below. The information should be sufficient for evaluators to draw scores according to the below evaluation criteria.

The technical, and financial Evaluation will be done on the basis of the following, of best value for Money.

**Payment terms: Fresh to Fresh Transfer up to 45 days of receipt of invoice and items- VAT amount will be paid with Cheque LBP official exchange rate(15,000) – Please submit your IBAN Official Document**

***The following is important information regarding this RFQ (Mandatory to fill):***

|  |  |  |
| --- | --- | --- |
| **Delivery Lead Time:** *(From receipt of LRC Purchase Order)* |  | **(Calendar) days** |
| **Bid Validity Period*:*** *Your Bid must be valid for the ‘Bid Validity Period as stated on the* ***Request for Quotation Details****. Bids not meeting the Bid Validity Period may be disqualified.* |  | **(Calendar) days** |
| **Supplier Payment Modality:** *bid not meeting the LRC payment terms may be disqualified* |  | |
| **Warranty period on the required items** |  | |

*I certify that I have read and understood the LRC General Conditions of Contract for the Procurement of Goods and the LRC Code of Ethics. I further certify that the above mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please stamp this Bid Form with your Company Stamp*

## 

## Annex 1: Supplier Registration Form

Please fill in this questionnaire in order to register.

|  |  |
| --- | --- |
| 1. NAME OF COMPANY: |  |
| Mailing Address | Full address: |
| Country: |
| Contact Person (s)/Position: |  |
| Telephone No | Tel: Mobile: |
| Email |  |
| Website |  |
| Owner(s) Name(s): |  |
|  |
| Nationality: |  |
| VAT Number |  |
| Date of Registration of VAT |  |
| 1. ORGANISATION REGISTRATION: | Year Established: Under the laws of: |
| 1. SIZE OF BUSINESS | No. of Employees: No. of Branches: |
| No. of International Offices: |
| Location of Factories: |
| No. of Plants: |
| No. of Warehouses |
| 1. AFFILIATED/HOLDING/ SUBSIDIARY COMPANIES: | Name Address Nature of Affiliation |
|  |
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1. [↑](#footnote-ref-1)