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| **From** | Lebanese Red Cross | **To:** |  |
| **Contact Person:** | Rayan Sabra | **Contact Person:** |  |
| **Address 1:** | Spears – Kontari – Facing Barbar | **Address 1:** |  |
| **Phone #:** | 00961 1 372802 | **Phone #:** |  |
| **E-mail:** | Rayan.sabra@redcross.org.lb | **E-mail:** |  |
| The Lebanese Red Cross (LRC) cordially invites sealed bids from qualified Agricultural Trainer Experts for the provision of training services as outlined in the Terms of Reference. |
| **Request for Quotation Details:** |
| **RFQ #:** | DRR121/24 | **Currency of Bid (3-letter code):** | USD |
| **RFQ Issuing Date:** | April 08, 2024 | **Bid Validity Period (days):** | 90 Days |
| **RFQ Closing Date:** | April 19, 2024  | **Required Delivery Date:** |  |
| **RFQ Closing Time:** | 04:00 PM | **Delivery Destination:** | Qsarnaba-Baalbek el hermel |
| **Questions to the RFQ:** | rayan.sabra@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**
 |
| **Submission details:** |
| Bids to be submited via email, before April 19, 2024 at 4:00 p.m. to rayan.sabra@redcross.org.lb cc’ hoda.fakih@redcross.org.lb with the following inscription: RFQ#: DRR121/24 – Agricultural Trainer Expert |
| **The following documents must be submitted via email:** |
| ***Administrative Documents required from registered company:*** | ***Administrative Documents required from individuals*** |
| 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
 | 1. Copy of ID or Passport
2. Copy of fiscal number registration or a 7.5% tax to be deducted as per Lebanese law.
3. Personal USD Valid IBAN
4. This RFQ completed signed and Stamped
5. Annex 1: Supplier Registration Form
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| ***Technical documents/information to demonstrate their qualifications:*** |
| 1. Motivation letter summarizing relevant training experience, his/her expertise, and success stories. 2. Detailed CV/ resume with clear starting and ending dates, including 3 references (only one CV will be evaluated, submitted quotations for 2 trainers will be disqualified)3. Detailed technical proposal, including training methodology (with tools and resources), and the suggested workshop topics and Agenda. ***\* Please, note that only completed proposals will be evaluated.******\*Please, note that the selected expert should be flexible in scheduling the workshop days based on the project team suggestions and plan.*** |
| ***Financial Documents*** |
| Annex 2: Financial Proposal  |

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| **Term of Reference (ToR)****Location:** Lebanon – Qsarnaba at Baalbeck Hermel**Duration:**1 day (Workshop) for 2 groups of people2 days field follow-upStarting Date: 6 – 8 weeks after the selection of the Agricultural ExpertExpected period of implementation: May-June 20241. **BACKGROUND**

In light of Lebanon's persistent economic and financial crisis, which has significantly impacted the majority of its population since 2019, the humanitarian situation in the country continues to deteriorate, leading to heightened levels of poverty and escalating needs. This crisis, ranked among the most severe globally, has resulted in soaring inflation, widespread unemployment, and an inability for many to afford basic necessities, thus exacerbating acute humanitarian challenges. The depreciation of the currency and inflationary pressures have led to increased prices for essential goods, further deepening the reliance of over half of Lebanon's 5.8 million inhabitants on humanitarian aid for sustenance and basic requirements. Additionally, more than 1.2 million individuals are facing significant barriers in accessing safe water and sanitation services.[[1]](#footnote-1)Given these challenges, implementing livelihood projects with farmers in Lebanon is paramount for adapting to climate change and reducing disaster risk in a climate-smart manner. The country faces various climate-related challenges, including rising temperatures and more frequent extreme events like heatwaves, cold waves, droughts, wildfires, and floods. These conditions directly impact the agricultural sector, which serves as a livelihood for many farmers, resulting in decreased productivity, shifts in production zones, and loss of pasture lands and water resources.[[2]](#footnote-2) The objective is to introduce climate-smart livelihood projects to enhance farmers' resilience against climate change impacts. These projects integrate innovative and sustainable agricultural practices, equipping farmers with the necessary tools and knowledge to adapt to changing climate conditions while minimizing risks. Moreover, by promoting climate-resilient livelihoods, there's a contribution to community resilience, sustainable development, and the well-being of vulnerable populations in the face of an increasingly unpredictable climate.In response to this multifaceted context, the Lebanese Red Cross (LRC) is dedicated to enhancing community resilience, particularly targeting processors and farmers in two vulnerable Lebanese communities. Through the "Lebanon Country Program," in collaboration with the Danish Red Cross (DRC), the aim is to support micro-entrepreneurs and farmers in their recovery efforts amidst the crisis. This initiative currently concentrates on communities in Qalamoun, Tripoli, and Qsarnaba, Baalbeck Hermel, where targeted interventions aim to address the pressing needs and challenges faced by the local populations.1. **OBJECTIVE:**

One of the objectives of this project is to enhance the capacities of **30 selected small-scale farmers in Qsarnaba** at Baalbeck Hermel in implementing Good Agricultural Practices (GAP) related to climate-resilient agricultural practices for their *Rosa damascena* crops. Based on the objectives on the project, it has been planned to carry out a training process for selected small-scale farmers to shift their agricultural practices to organic agricultural practices, applying intercropping practices, which will allow them to improve their agricultural income from the same plantation space, as well as improve the quality of their crops. Based on the above, the Lebanese Red Cross is seeking a proposal/quotation from a qualified agricultural expert to conduct a one-day workshop for each group of farmers’ beneficiaries consisting of 15 participants each followed by field follow up for the partcicpants in their lands following the structure below: * A total of two days’ workshop: Day 1 for the first group of 15 beneficiaries

Day 2: for the second group of 15 beneficiaries. The workshop will be provided to targeted beneficiaries/farmers from Qsarnaba and will aim to build their capacities in Good Agricultural Practices (GAP) to improve the quality and productivity of their Rosa damascene crops and apply climate-resilient agricultural practices.* One field visit for each beneficiary in his/her land. This visit should be conducted after the training phase to provide the necessary agricultural instructions for the beneficiaries in their lands based on their Damascus rose crop situation. All visits should be completed within two days in coordination with the project team which will accompany the expert during these visits.
* The transportation of the expert to Qsarnaba is not covered by LRC.

The location of the workshop will be determined at a later stage in Qsarnaba at Baalbeck Hermel.1. **SCOPE OF ASSIGNMENT**
2. **Requirements for the selection of the Agricultural Expert:**

This assignment aims to recruit a highly skilled agricultural expert who will conduct: * One capacity building workshop for each group of 15 small-scale farmers beneficiaries in Qsarnaba at Baalbeck Hermel.
* One field visit to provide agricultural instructions for each beneficiary in his/her land in Qsarnaba at Baalbeck Hermel.

Please, note that in addition to the targeted beneficiaries, 4 LRC staff and volunteers will be present during the workshop days to build their capacities, and support the participants. In addition the field visits will be conducted in coordination with the project team and they will accompany the expert during these visits. the transportation inside Qsarnaba will be secured by LRC.1. ***Workshop on Climate-resilient Agricultural Practices:***

The capacity-building workshop should outline the following:* 1. Conduct comprehensive training sessions for the selected small- scale beneficiaries on Good Agricultural Practices for rain-fed Rosa damascena plants.
	2. Educate the participants on the importance of applying climate-resilient agricultural practices in their lands including the use of organic fertilizers, organic pesticides and intercropping of climate-smart crops.
	3. Set a feasibility study with the farmers about the Rosa damascene with the intercropped crops. Showing the difference in profitability between an agricultural project of one hectare planted by Damascus rose and another project implementing the intercropping practices.
1. ***Duties and responsibilities of the Agricultural Expert Trainer:***
	1. Develop training program package that is aligned with the ToR and the topics listed in the Scope of work, including the design and development of the training curriculum, materials, and needs assessment tool for the participants;
	2. Provide all supporting materials for the training program (hand-outs for participants, power point presentations, checklists, and reference materials);
	3. Detailed agenda for the 2 days training (full day) in agreement with the project team; N.B. the same training will be provided two (2) different groups of people
	4. the training should be interactive and hands-on with opportunities for participants to actively practice and receive feedback on their skills.
	5. Develop a tool to assess the 30 participants' progress and the impact of the training on their agricultural projects.
	6. Conduct pre- and post-training evaluations to measure knowledge gained and skills developed;
	7. A summary report of the training workshops, including key takeaways, findings, photos and recommendations;
2. **Deliverables**

The 1 day workshop for each group that will be conducted for the small-scale farmer beneficiaries, it will be implemented in close coordination and collaboration with the Project Team. Below are the expected deliverables: * a feasibility study should be submitted by each farmer.
* Setting a calendar for the Good Agricultural practices
* Designing a booklet for the main key points should be follow for the Good Agricultural Practices
* Report about the workshop findings and achievements including photos and assessment results.

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| Tasks | Deliverables | Delivery Time |
| Activity 1: Sharing the modules and required documents by the expert  |
| * Submit the required documents and guidelines, templates, assessment tools, and booklet… to be reviewed, approved and printed out by the project team
 | A detailed implementation/work plan, program, guidelines, and template for each workshop  | **2 weeks** |
| Activity 2: Organization of workshops |
| * Fix the date and prepare all logistics requirement for the workshops in close coordination with the project team
 | A workshops’ agenda with detailed logistical information as well as a hard and soft copies of all supporting documents, including PowerPoint presentations, reading and other supporting documents, as well as the pre-post training assessment.  | **1 week** |
| Activity 3: Delivery of Workshops and field visits  |  |
| * Conduct the 2 workshops for the Small- Scale farmers in Qsarnaba at Baalbeck Hermel
 | two days of capacity building workshop should be conducted for the targeted beneficiaries of small-scale farmers in Qsarnaba in Baalbeck Hermel ( 5 hours per day) (total = 2 groups of 15 beneficiaries each)  | **2 days** |
| * Conduct follow-up field visit for each farmer beneficiary in his/her land
 | one follow-up visit should be conducted for each farmer beneficiary in his/her land in coordination with the project team. All visits should be finalized within 2 days  | **2 days** |
| Activity 4: evaluation and reporting  |  |
| * Carry out workshop evaluation (pre- and post-training), in coordination with the project team
 | A detailed report for each workshop with a summary of objectives, activities, discussions, evaluation results and other relevant information. Attachment of copies of attendance sheets, evaluation forms. | **1 - 2 weeks after the implementation of the workshops**  |

1. **EXPERT PROFILE**
	1. ***Academic Qualifications/Education***
	* University degree: Specialist with a Master degree In plant production or plant protection or in Agricultural engineering *(Mandatory)*
	* At least three (3) years’ work experience training on Good Agricultural Practices training for Farmers. *(Mandatory)*
	* At least implementing 3 similar projects as a previous experience

 * 1. ***Languages and other Requirements***
* Fluency in written and spoken Arabic and English languages.
* Excellent computer skills (MS Office applications) and ability to use information technologies as a tool and resource.
* Able to provide necessary support for participants with primary educational levels to ensure effective learning.
* Good reporting and analytical skills
1. **TECHNICALEVALUATION CRITERIA:**

***Technical Criteria weight-70% & Financial Criteria weight- 30% (only proposals scoring 70 or +70 points in the technical evaluation will pass to the Financial evaluation and only proposals scoring +70 in both technical and financial will pass to the interview as a final stage prior the selection of the expert)***

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| **Criteria:** | **Criteria Weight** |
| **Relevant Education*** Bachelor degree in Agricultural Engineering (0 points)
* Master degree in Agricultural Engineering (10 points)
 | 15% |
| **Relevant professional experience** * Less than 3 years’ work experience in a training or capacity-building role in similar project (0 points)
* +3 years’ work experience in a training or capacity-building role in similar projects (8 points)
* 3 years work experience in conducting training on the Rosa damascena topics and/or other relative climate-smart crops. (15 points)
 | 30 % |
| **Submitted methodology*** Detailed agenda for the workshop day and field visits (4 points)
* Detailed curriculum and training topics (6 points)
* Clear assessment and evaluation tools (4 points)
 | 20 % |
| * Previous experience with LRCis a plus based on the feedback (1 points)
 | 5% |
| **Financial Evaluation**  | 30 % |

**Evaluation**Individual  will be evaluated based on the following methodology:**Cumulative analysis**When using this weighted scoring method, the award of the contract will be made to the candidate whose offer has been evaluated and determined as:a) responsive/compliant/acceptable, andb) 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 Offer***  |
| **LRC TO COMPLETE** | **BIDDER TO COMPLETE** |
| **Item #** | **Service Description** | **UOM** | **QTY** | **UNIT PRICE (USD)**Exclusive VAT | **VAT 11%** | **TOTAL PRICE (USD)**Inclusive VAT |
| **1** | 1 day (Workshop) for 2 groups of people | Days | 2 |  |  |  |
| **2** | follow-up field visit for each farmer beneficiary in his/her land | Days | 2 |  |  |  |
| **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 Sayrafa rate– Please submit your IBAN Official Document**Prices:** The price provided must fi final and include all cost (traveling, transportation food etc…..) |

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

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| **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* |  |
| **Expected delivery date:** |  |

*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 Stam*

## Annex 1: Supplier Registration Form

Please fill in this questionnaire in order to register.

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| 1. NAME OF COMPANY:
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| 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)
2. [↑](#footnote-ref-2)