

Procurement Request and Terms of Reference – Consulting Services

(Simplified Tendering)

Strategic Planning for Diakonia Partners

1. Introduction

1.1 Introduction

Diakonia is a Swedish faith-based development organization that works to change unfair structures that generate poverty, inequality, oppression and violence. The organization was founded in 1966 and is today rooted in two Christian denominations: the Swedish Alliance Mission and the Uniting Church in Sweden. Our vision and mission are based on theological reflection and the universality of human rights. Diakonia works with around 400 partner organizations (2021) and employs approximately 300 staff in 25 country offices and four regional offices in Africa, Asia, Latin America, the MENA (Middle East and Northern Africa) region and Sweden.

Diakonia Lebanon office was established in 2010 and currently oversees programs implemented directly and with local partners.

Diakonia Lebanon Office is looking for a consultant to conduct a Strategic Planning Consultancy for two of its partners.

1.2 Objective of the Procurement

The purpose of the Strategic Planning Consultancy:

- Conducting a deep analysis into the current state, reviewing the existing strategic plan and other relevant documents to better understand the partner organization.
- Facilitate Strategic Planning Workshops involving key stakeholders to define strategic priorities, goals, and objectives.
- Conducting an in-depth assessment of the partners organizations, analyzing Strength, weaknesses, opportunities and Threats as part of the workshop of the strategic plan.
- The Strategic Plan needs to include organizational governance, management system, program management strategies, fundraising strategies and organizational sustainability.

2. Terms of Reference

2.1 Deliverables

- Comprehensive Strategic Plan for two of Diakonia's partners incorporated partner organization mission and vision, values, goals, objectives, thematic areas, pathways to achieve the goals and objectives of each partner organization.

The final documents shall be written in English and professionally proofread.

2.2 Required Competencies and Experiences

- Master's degree in organizational management, strategic planning, social sciences or any relevant field.
- Solid Experience of developing strategic plan of NGOs
- Experience in working in organizational development understanding gender, social and disability including issues.
- Deep experience of the local culture, and context, challenges and opportunities that inform strategic planning.
- Excellent relationship, management skills and the ability to communicate and work closely with local partners, community members and other stakeholders.
- Experience in working in a multicultural environment.

2.3 Time schedule

Consultants are expected to be available as of June 2024 through August 2024. Kindly note that these are projected dates and are subject for rescheduling.

2.4 Terms of Payment

Payment will be made and received in USD via bank transfer.

2.5 Contract Type

Consultancy Contract

3. Content of Tender

- Letter explaining similar experience
- Testimonials and/or sample reports of similar assignments completed.
- A description of the approach, methodology and modalities for implementing the assignment, following the Terms of Reference.
- Cost Proposal with breakdown of cost. All costs shall include VAT. **Technical and Financial proposals should be sent in 2 separate files/attachments. Consultant(s) who do not have an MoF registration number will be subject to a 7,5% deduction. Therefore, please take this into account when submitting your proposal.**
- CV of consultant.
- Consent and contact details of three references.
- Signed Diakonia Code of Conduct for Suppliers (Appendix 2)
- Signed "Eligibility Confirmation" (Appendix 3)

4 Tender Submission

4.1 Tender Delivery

The proposal shall be sent by e-mail to Ops.LebanonCo@diakonia.se

4.2 Submission Deadline

The submission deadline is 15 May 2024 National & International service providers are welcome to apply. Tenders that are submitted after the deadline will not be considered. Selected service provider(s) will be notified within two weeks after closing date.

4.3 Tender Validity

Your tender shall be valid for 90 days after the submission deadline. This needs to be expressed in the tender.

5. Procurement Method and Selection Procedure

5.1 Procurement Method

Diakonia applies a simplified procurement method for this procurement.

5.2 Selection Procedure

Only complete tenders that were submitted on time and that fulfil the requirements in terms of the technical specifications and deliveries will be evaluated.

The contract will be awarded to the economically most advantageous tender, determined by the best price-quality ratio (quality and cost-based selection, QCBS).

The examination of submitted tenders will be carried out based on the technical and price criteria stated below, where the technical evaluation will have a weight of 60% and the financial evaluation a weight of 40%. The tenderer with the highest total points, will be awarded the contract.

The technical evaluation criteria for this procurement are:

Technical Criteria	Max. points
1) Experience and expertise of proposed consultant(s) including previous experience and the team expertise	60
2) Suitability of approach and methodology	20
3) Adequacy of time-plan	20
Total max points	100

The technical evaluation will be based on the following rating scale, whereby the percentage rate is multiplied with the maximum points for each criterion.

Rating scale	Rate	Definition
Poor	0%	Not sufficient
Not entirely satisfactory	40%	Sufficient in some respects but not as a whole
Satisfactory	60%	Sufficient but lacks substantial advantages or has uneven quality
Good	80%	Adequate and well suited to the purpose
Very Good	100%	Gives added value and shows high quality on the whole

The tender must achieve a minimum of 50 points as a condition for further financial evaluation of the price.

The calculation of the total points for each tender is made according to the formula below, where the tender with the highest technical points will be recalculated to 100 technical points and the tender with the lowest price will get 100 financial points. The technical points are thereafter multiplied with the technical weight and the financial points are multiplied with the financial weight. The sum of the weighted technical and financial points = total points.

$\text{Total points} = \frac{\text{Proposal under consideration}}{\text{Highest points}} \times 100 \times \text{technical weight} + \frac{\text{Lowest price}}{\text{Proposal under consideration}} \times 100 \times \text{financial weight}$

6. TENDER INFORMATION

6.1 Client Contact Details

Client: Diakonia

Office: *Beirut, Badaro, Alam Street, Saade Building, 2nd Floor*

Phone: +961 1 384989

Emails: Ops.LebanonCO@diakonia.se

Postal Address: Beirut, Badaro, Al Alam Street, Saade Building, 2nd Floor

Address for courier: Beirut, Badaro, Al Alam Street, Saade Building, 2nd Floor

Contact Person: Eliana Aoun

6.2 Appeal

Decisions taken as part of Diakonia's procurements are not possible to appeal against and Diakonia is not obliged to disclose the procurement documentation after completion of a procurement.

7. CONTRACT

A draft contract is attached as Appendix 4.

List of Appendices:

Appendix 1: Terms of Reference

Appendix 2: Diakonia's Code of Conduct for suppliers (To be signed and submitted together with Tender)

Appendix 3: Confirmation of Eligibility (To be signed and submitted together with Tender)

Appendix 4: Draft Contract

Important: Diakonia has ZERO tolerance to breaches related to Safeguarding, fraud and corruption.