
TENDER - Provision of English Language Training

RFB No.: 139

Date: February 07, 2024

Digital Opportunity Trust (DOT) Lebanon hereby solicits your bid for the above subject, in accordance with this document.

About DOT Lebanon

DOT Lebanon is a social enterprise - an innovator in enabling people to access and apply information and communications technologies (ICT) to create education, economic, and entrepreneurial opportunities. DOT's vision is to make these opportunities available to marginalized people, especially women and youth, as a strategy to eradicate poverty, vulnerability, and gender inequality. Established in Lebanon since 2010 with headquarters in Ottawa, Canada, DOT Lebanon provides skills development programs to build and enhance 21st-century skills within marginalized communities in Lebanon to prepare them for the jobs of the future.

About NOMU Project

*Titled "YouthTech Thrive: Empowering Young Talent through Digital Training and Sustainable Job Placement", the NOMU project aims to upskill youth and bridge the skills gap through the provision of accredited and/or industry-recognized certifications that pave the way for better job opportunities, funded by Al Ghourair Foundation and implemented by DOT Lebanon, SE Factory, Zaka AI and NAWAYA. The project aims at building the digital skills of 2005 Lebanese and non-Lebanese youth in all Lebanese areas. Out of 2005, **400 youth** who completed specific digital courses with DOT Lebanon, will be referred for a basic English language course, and 150 will be referred for a business English course), to develop their linguistic skills and be ready for employment opportunities.*

Dear Madam/Sirs,

You are invited to submit a bid for the training details listed below.

Closing Date : 28 February 2024 – 15.00 Beirut time

Subject : Provision of Basic English Language and Business English Courses

NOTES:

(a) CURRENCY: USD

(b) RETURN OFFER: EMAIL () FAX () **SEALED** ENVELOPE (✓)

Description of the Request

Provision of training on Basic English language for 400 youth aged 18-35 years old.

1. Technical Description

The NOMU project is about enabling youth with digital, linguistic, and life skills to be ready for future jobs, whether freelance, full-time, or part-time employment. The youth we work with are either Lebanese and refugees.

The enrolled beneficiaries who accessed DOT Lebanon digital courses will be selected to access the Basic English language program.

Age group: 18-35

Geographical area: All over Lebanon

Educational background: school-aged, university students, university dropouts, and university graduates.

Total number of hours per group: between 36 to 60 hours.

Provision of training on Business English language for 150 youth aged 18-35 years old.

2. Technical Description

The NOMU project is about enabling youth with digital, linguistic, and life skills to be ready for future jobs, whether freelance, full-time, or part-time employment. The youth we work with are either Lebanese and refugees.

The enrolled beneficiaries who accessed DOT Lebanon digital courses will be selected to access the Business English language program.

Age group: 18-35

Geographical area: All over Lebanon

Educational background: school-aged, university students, university dropouts, and university graduates.

Total number of hours per group: between 36 to 60 hours.

About the Training:

Training:

Business English: that serves the needs of the trainees and equips them with the specialized language and communication skills required in professional settings.

Basic English: that serves the needs of the trainees and equips them with essential language skills for effective communication in various everyday situations, fostering their confidence and proficiency.

Modality: Training courses shall be delivered on-site to Lebanese and non-Lebanese beneficiaries (in community centers identified by DOT Lebanon).

Examination: Requirements to have a pre and post-test to assess the level of the trainee and group the trainees as per their levels.

Duration: The full-service delivery term is from April 2024 to October 2025 (exact start and end dates to be determined).

Instructors: The instructor shall:

- Have the expertise to deliver training on-site for various beneficiaries (Lebanese and non-Lebanese with different backgrounds)
- Have the skills to manage youth inside a classroom.
- Have the skills to work with youth from different areas and backgrounds.
- Have the skills to deliver the training in an interactive way.

3. Tenderer Profile

Interested entities providing English language services who meet the minimum requirements below are invited to respond to this request in full. The full proposal includes all the activities listed in Table 1 for the duration of the training delivery term:

- Valid registered business (Company and/or NGO)
- Training experience in the following topics: Basic English Language and Business English language (Grammar & Business) mainly on-site.
- Qualified trainers to provide such training - with certifications.
- Proven experience in giving English language training courses
- Excellent logistical capabilities to manage youth during sessions inside the classroom.

4. Budget and offer

The budget shall be presented such as in the table in Annex 1(attached).



In addition to the budget, the tenderer shall submit:

- The course duration
- An outline of the English programs
- A brief about a learning platform if available
- The methodology of measuring learning outcomes per trainee
- Certifications details if Nationally or internationally recognized certificates.

TENDERING PROCEDURES

Instructions to Tenderers

1. Bids are required to be:
 - a. Valid for 60 days after the date of bid opening. A bid valid for a shorter period shall be rejected.
 - b. Submitted in English language, and by Hand in a sealed envelope/package clearly marked and addressed as follows:

The outer envelope/package of your bid must indicate:
NOMU ("YouthTech Thrive: Empowering Young
Talent through Digital Training and Sustainable Job
Placement")
English Language Service Bid
Name of your entity
Date of Submission

Att. Mr. Joseph Habschy
DOT Lebanon Office
Mar Abda Street, Gebara building (Sportika), 7th
Floor Jal El Dib, Lebanon
(Between 10:00 and 16:00)

- c. Received to the above address before the time and date – **February 28th, 2024 @ 15.00**

For queries please contact Mr. Joseph Habschy at +961 3 103 423.

2. Each bid should include the below and addressed to the Procurement Person:
 - a. Tenderer Name
 - b. Entity Profile (Experience with NGOs is a plus)
 - c. Certificates (Training Accreditation, Registration of the business/NGO, any other certificates)
 - d. CV of the trainer/trainers and descriptive literature of the offered training program
 - e. A presentation about previous similar work assignments and with NGOs
 - f. If VAT is applicable, please attach a copy of the VAT certificate or mention the VAT registration no. on your bid
 - g. Payment Terms
 - h. Validity
3. An authorized service provider representative must sign, stamp, and date the bid, and other related documents accompanying it.

Confidentiality

Information relating to the evaluation of tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on contract award is communicated to all tenderers.

Any attempt by a tenderer to improperly influence the employer in the evaluation of the tenders or contract award decisions may result in the rejection of its tender.

Clarification of Tenders

To assist in the examination, evaluation, and comparison of the tenders and qualification of the tenderers, the employer may, at its discretion, ask any tenderer for a clarification of its tender, allowing a reasonable time for response. Any clarification submitted by a tenderer that is not in response to a request by the employer shall not be considered. The employer's request for clarification and the response shall be in writing. No change in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the employer in the evaluation of the tenders.

CONDITIONS:

1. DOT Lebanon General Conditions of Contract shall apply.
2. If the Tenderer is successful, this RFB shall constitute the basis of an agreement for the services as listed above.
3. Payment for services shall be made by bank transfer or fresh cheques within 10 working days after the submission of the invoice and the validation of the contact person chosen by DOT-Lebanon.
4. If you were not contacted after 30 working days from the closing date, then be notified that your offer was not selected.

Best Regards.

Digital Opportunity Trust Lebanon



Annex 1

Org. Name	Activity	# of Groups	Unit Cost	Total Budget	Can cover all over Lebanon	Course Outline	Course Duration (number of hours, number of sessions, number of hours per session, number of times per week)	A brief about a learning platform if available	The methodology of measuring learning outcomes per trainee	Certifications details if Nationally or internationally recognized certificate
	Basic English-Onsite training for 25 trainees per group	16								
	Business English-Onsite training for 25 trainees per group	6								

Digital Opportunity Trust Lebanon

7th floor, Gebara Building (Sportika), Mar Abda Church street, Jal El Dib, Lebanon