
TENDER - Provision of English Language Training

RFB No.: 79

Date: June 22, 2023

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 Shabake II Project

*Titled "Economic empowerment of marginalized individuals in Lebanon" , Shabake II project aims to reduce economic vulnerabilities and gender inequalities among the vulnerable Lebanese population and Syrian refugees, by offering digital opportunities through Shabake II project, funded by AFD and implemented by Expertise France. The project aims at building the digital skills of 355 Lebanese and non-Lebanese youth scattered in vulnerable communities in the Mount Lebanon area. Out of 355, **170 youth** who completed specific digital courses with DOT Lebanon, will be referred for an English language course (business English), 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 : 17 July 2023 – 15.00 Beirut time

Subject : Provision of English Language

NOTES:

(a) CURRENCY: USD

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

Description of the Request

Provision of training on Business English language for 170 youth aged 18-24 years old.

1. Technical Description

The Shabake II project is about enabling youth with vulnerable economics 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 belong to different categories: vulnerable Lebanese and Syrian refugees, persons with disabilities (PWD), and members from the LGBTQI community.

The one-year project provides youth with market driven courses that include: Digital Media Literacy, Microwork, and Social Media Marketing.

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

Age group: 18-24

Geographical area: Mount Lebanon.

Educational background: schools-aged, university students, and university dropouts.

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

About the Training:

Training: English for Business (for beginners and intermediate) that serves the needs of our trainees, and that equip them with the needed skills to fit a workplace.

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 July 2023 to February 2024 (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 vulnerable youth, PWDs and LGBTQI Community)
- have the skills to manage youth inside a classroom.
- have the skills to work with youth from different areas and backgrounds.

2. 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: English language (Grammar & Business) mainly on-site.
- Qualified trainers to provide such training - with certifications.
- Proven experience in giving English language training courses with a portfolio of clients, preferably previous/relevant experience with PWDs and LGBTQI community.

Excellent logistical capabilities to manage youth during sessions inside the classroom.

3. 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 program
- 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:

Outer envelope/package of your bid must clearly indicate: Shabake II (Project Title)
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 17:00)

- c. Received to the above address before the time and date – **July 17th, 2023 @ 15.00**

For queries please contact Mr. Joseph Habschy on +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 representative of the service provider must sign, stamp, and date the bid, and other relative 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.
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 Mount 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
	Onsite training for 15 trainees per group	8								
	Onsite training for 25 trainees per group	2								