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## **TENDER - Provision of Plans for Disaster Risk Reduction & Emergency Preparedness**

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RFP No.: 17

Date: March 24, 2020

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

### *Introduction of the organisation*

*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.*

### *Introduction of the project*

*Shabake Project is about Strengthening Resilience of Lebanese Civil Society in Order to Improve Crisis Prevention and Management. Implemented by Expertise France, and funded by AFD and Danida the 3-year capacity development project aims to support local Lebanese NGOs to become lasting, key players in mitigating the effects of the Syrian crisis on Lebanon. Spanning over a period of 31 months (2019-2022), the Shabake Project consists of two components:*

- *Component 1: NGO partner receives funding and expert assistance to build on their existing strengths and assets through designing and implementing their own capacity building plan.*
- *Component 2: NGO partner will have the opportunity to put their new institutional changes into practice through the implementation of a project to reduce vulnerabilities within communities in Lebanon affected by the Syrian crisis.*

**DOT Lebanon is accepting proposals to provide plans for Disaster Risk Reduction & Emergency Preparedness plans.**



Dear Madam/Sirs,

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

Closing Date : 25 April 2021 – 18.00 Beirut time

Subject : Provision of Safety and Disaster Management Training

NOTES:

(a) CURRENCY: USD

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

## Description of the Request

### **Development of an Organisational Disaster Risk Reduction (DRR) Plan and an Emergency Preparedness (EP) Plan**

#### ***Introduction***

Lebanon is prone to many natural and man-made disasters of different kinds, and the nation is vulnerable to the devastating effects of these disasters. Many of these disasters have a public health significance either directly in the case of epidemics of infectious diseases, or indirectly as a result of the breakdown of infrastructure associated with these disasters.

DOT Lebanon is a development organisation (and not a relief one), its mandate is strictly focused on empowering communities with digital and entrepreneurship skills to equip them to access better economic and educational opportunities. However in an emergency situation, there is a need to respond to its staff and beneficiaries.

The purpose of this initiative therefore is to increase the capacity of DOT Lebanon staff to plan for response, mitigation and preparedness for disasters.

#### ***Technical Description***

After the Beirut blast (Aug. 2021), the DOT Lebanon senior management team identified the need to develop an Organisational Disaster Risk Reduction (DRR) Plan and an Emergency Preparedness (EP) Plan that will help the senior team and head of units take proactive measures and plan future responses to potential emergencies and to ensure that adequate arrangements are made in anticipation of a crisis especially to their team members and beneficiaries.

In order to formulate the DRR and EP plans several aspects are to be considered: a functioning emergency response management structure, processes to be set in places before and during an emergency, capacity building plan for skills to be acquired, partnerships mapping, business continuity plans, etc.

#### **Some of the deliverables (not limited to the below):**

- Disaster Risk Reduction (DRR) Plan
  - Staff Safety and Security Training (First Aid, Office Evacuation, Fire Fighting, etc)
  - How disasters affect the staff and how the staff can cope with disasters
  - Staff capacity building in disaster response management and

- o Business Continuity Plan
- o Security Training and Office Evacuation
- Emergency Response
  - o Define the Organisations' Response Focus and Role
  - o Resource Mobilization
  - o Organigram (R&R)
  - o Contingency Plan

**1. Tenderer Profile**

**Interested entities are invited to send a letter of interest to [hrlabanon@dotrust.org](mailto:hrlabanon@dotrust.org) by April 1, 2021.**

A phone call will be conducted to discuss further the needs and accordingly a proposal will be submitted by the consultant.

The entity applying for this bid can be a freelancer, a company, an NGO and they can include in their proposal if they will be outsourcing some activities to experts.

The full proposal should include the approach, phases (a roadmap), for every phase its objectives and milestones with a corresponding timeline, a cumulative Indicative timeline for the whole project.

In addition the proposal should include:

- Valid registered business (Consultant/Company and/or NGO)
- Experience in developing disaster and emergency plans
- Training Experience in the following topics: safety, security, and disaster management
- CVs of outsourced expertise: ex: Qualified trainers to provide such training - with certifications in safety, security, and disaster management
- Proven experience in giving training in disaster management with a portfolio of clients
- Excellent logistical capabilities to manage sessions online and on-site.

**2. Budget**

The budget shall be presented as in Table 1. Sample Objectives written down.

Objective	Description	Quantity / no. of days	Unit Cost	Total Budget	Narrative
Assessment and					

<b>setting the objectives</b>						
<b>Capacity Building Plan</b>	<b>Develop the needed skills</b>					
	<b>Conduct Training X</b>					
	<b>Conduct Training Y</b>					
<b>XX</b>						
<b>Total</b>						

## **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 (Project Title)  
 Safety and Disaster Management Bid  
 Name of your entity  
 Date of Submission

Att. Mrs. Christiane Baroud Waked  
 Email: [hrlebanon@dotrust.org](mailto:hrlebanon@dotrust.org)  
 DOT Lebanon Office  
 Mar Abda Church Street, Chukri Gebara Bldg, Floor seven  
 Jal El Dib, Lebanon  
 (Between 10:00 am and 15:00)

**Due to COVID-19 outbreak and lockdown, thank you for submitting the bids by email to: [hrlebanon@dotrust.org](mailto:hrlebanon@dotrust.org)**

- c. Received to the above email address before the time and date – **April 25<sup>th</sup>, 2021 @ 18.00.**

For queries please contact the Procurement Manager Mrs. Christiane Baroud Waked on [hrlebanon@dotrust.org](mailto:hrlebanon@dotrust.org)

2. Each bid should include the below and addressed to the Procurement Person:

- a. Tenderer Name
- b. Entity/Consultant 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
- 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 within 15 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