
TENDER – Expert organization/Consultant in Gender and Women led-social innovation and economic empowerment

RFP No.: 45

Date: April 26, 20201

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

Daring to Shift will enhance resilience and economic inclusion among participating unemployed and underemployed youth (aged 18 to 35) and their communities in the Sub-Saharan Africa and Middle East regions. Over the course of four years, it will develop and support the leadership and decision-making power of young women to enable them to thrive despite the barriers that they face to take advantage of economic opportunities. The project will take an innovative approach to scaling-up youth empowerment, leadership, and social entrepreneurship. The main programming will be in Rwanda, Kenya, Tanzania, Jordan, and Lebanon, while also deepening and extending programming in Uganda, Malawi, Zambia, and Ghana with support from a youth-led digital innovation team in South Africa.

Among other initiatives, the project will offer training programs, access to peer networks, and linkages to partner opportunities that will strengthen the leadership, social innovation, entrepreneurship, and enhance the digital inclusion of nearly 45,000 young women and men, encouraging the testing of new solutions to old problems. Daring to Shift will also build the capacity of participating organizations and institutions to design, develop, implement, and monitor gender-sensitive strategies that will enhance enabling environments for young women's leadership and economic inclusion. Finally, the project will scale gender-sensitive youth-led leadership and economic empowerment programming by providing training, coaching, as well as access to technical and financial support to Youth Champions. These Youth Champions are young women and men driving community change through their own community-based non-profit initiatives that provide economic empowerment, digital inclusion, and leadership training and coaching for their fellow youth.

Gender Equality

Gender equality is a core DOT value and gender is mainstreamed throughout Daring to Shift's management and activities – including in planning, design, recruitment, implementation, and monitoring and evaluation to ensure both gender equity and women's empowerment. The project combines a focus on gender equality with development innovation and youth empowerment. It seeks to address the root



causes of gender inequality, disrupt gender norms, shift mindsets, and build a movement to advance digital inclusion as a foundation for equitable economic empowerment.

Daring to Shift will respond to gender gaps through a comprehensive approach which is clearly outlined in all three intermediate outcome level results: promoting women's role in leadership and decision making, enhancing the enabling environment, and expanding gender-responsive technical capacities. Moreover, the D2S project will use a gender equity approach to participant targeting, with a mandate to include 70% women in all program streams, and in every program country context. Finally, the project will also play an active role in championing gender equality and transforming gender norms across project countries by building the capacity of young leaders to serve as gender equality champions.



Dear Madam/Sirs,

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

Closing Date : 25 May 2021 – 18.00 Beirut time

Subject : *Expert organization/Consultant in Gender and Women led-social innovation and economic empowerment*

NOTES:

(a) CURRENCY: USD

(b) RETURN OFFER: **SEALED** ENVELOPE

Description of the Request

This consultancy organization/or consultant will need to:

1. Improve motivation and ability of relevant stakeholders working in the Gender and Women-led organizations to design and implement gender-responsive programs, services and policies with young women for young women.
2. Strengthen linkages and networks between local, national and international actors to support innovative and equitable approaches to economic and social development for young women (increased ability to work together).
3. Support DOT Lebanon's research on best practices in convening an ecosystem around gender equality dissemination.

Technical Description

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

- 1. Lead in research conducted by young women on gender needs and gaps within stakeholder groups' priorities:**
 - a. Develop and curate program to train and support young women researchers
 - b. Recruit and select young women researchers
 - c. Support young women researchers to conduct community-based research
 - d. Analyze and document research findings in collaboration with young women researchers
- 2. Hold a Community of Practice for relevant stakeholders to share and disseminate research findings**
 - a. Identify and recruit relevant stakeholders
 - b. Plan and design CoP events in collaboration with young women researchers
 - c. Hold CoP events to share and disseminate research findings, bringing together relevant stakeholders and young women
- 3. Facilitate Partnerships between stakeholders in support of gender-responsive approaches**
 - a. Identify and recruit relevant stakeholders, including government, private and civil society organizations, as well as young women
 - b. Hold regular CoP meetings to share best practices and learnings related to gender-responsive approaches across the stakeholder network
 - c. Champion and support the drafting and sharing of policy and practice recommendations promoting gender-responsive approaches
- 4. Lead the dissemination of the research on best practices with the ecosystem around gender equality**
 - a. Support DOT staff and youth to attend physical and virtual events and share best practices in convening an ecosystem around gender equality.

1. Tenderer Profile

Interested entities are invited to send a letter of interest to procurementlb@dotrust.org by May 15, 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 |
|--|---|-----------------------|-----------|--------------|-----------|
| Research conducted by young women on gender needs and gaps | Development of recruitment and communication strategy | | | | |
| Share and disseminate research findings | Identifying, recruiting, designing and planning for CoP event | | | | |
| Support of gender-respon | Best practices and learning events, | | | | |

| | | | | | |
|---|---|--|--|--|--|
| sive approaches | drafting and sharing of policy and practice recommendations | | | | |
| Research on best practices in convening an ecosystem around gender equality | Physical and virtual events to be organized or identified to share best practices and recommendations | | | | |
| Total | | | | | |
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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, to the following address:

DOT Lebanon - Mar Abda Church Street, Chukri Gebara bldg., 7th floor,
 Jal El Dib, Lebanon
 Daring to Shift (Project Title)
 Policy and practice recommendations for gender equality Bid
 Name of your entity
 Date of Submission

Att. Mrs. Christiane Baroud Waked

- c. Received to the above address before the time and date – **May 25th, 2021 @ 18.00.**

For queries please contact the Procurement Manager Mrs. Christiane Waked Baroud on procurementlb@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