**Request for the Services of Consultants – Consultancy Firm/NGO to Deliver Assessment and Coaching for 120 Lebanese and non-Lebanese MSMEs in T+5**

1. **Project title: Skills Training Education Programme – Scale-up**
2. **Project Donor:** The Islamic Development Bank, Abdul Aziz Al Ghurair Refugee Education Fund and SPARK
3. **Project Implementing Partner:**

The Rene Moawad Foundation

1. **Project Partners**
2. The Islamic Development Bank
3. Abdul Aziz Al Ghurair Refugee Education Fund
4. SPARK
5. **Project Duration:**

The project started at the beginning of June 2024 and the implementation phase will end in November 2024.

1. **Project Main Activities implemented by RMF in the North and Akkar:**
2. Map and assess SMEs' needs in high potential sectors
3. Selection of 120 high potential MSMEs
4. Assess the training needs of 120 engaged MSMEs
5. Provide capacity building to 60 A2M engaged MSMEs
6. Provide capacity building to 60 A2F engaged MSMEs
7. Provide coaching to 120 engaged MSMEs
8. Map appropriate markets and financing institutions
9. **Objective of the Consultancy**

The main objective of this consultancy is to assess SMEs' needs in high potential sectors and conduct 3 days one to one coaching/mentoring sessions for 120 MSMEs in T+5.

1. **Scope of Work**

- The consultants will be responsible for conducting an assessment of each selected business that will complement the initial standard application form.

- The consultants will be responsible for conducting site visits to the selected 120 MSMEs and creating a profile for each MSME assessing their situation current situation and their needs.

- The consultants should elaborate a detailed business assessment in the form of a digitized questionnaire that will focus on SWOT analysis for each business, as well as capacity building, investment needs that facilitate immediate and short-term productivity increase and long term scaling up of business and growth.

- The consultants will be responsible of conducting an in-depth business analysis of the technical capacities of each benefiting MSME on two levels: general business management skills and specific technical business type skills.

- The consultants will be responsible to identify the training topics, based on the results of the needs mapping and individual MSME assessments.

- The consultants will be responsible of developing a comprehensive general report along with the identification of main bottlenecks preventing production scale-up per MSME. Each report will include the current status and intervention area of the MSME, as well as desired outputs after project intervention.

- The consultants should also prepare the one-to-one coaching/mentoring plan based on the needs of the each MSMEs

- The consultants will also provide technical assistance and support to the MSMEs through 3 days one-on-one coaching/mentoring sessions to ensure that they can apply the knowledge and skills acquired during the training. The consultants should submit tangible deliverables for RMF. Once reviewed and cleared by RMF team, the session will be counted.

- The consultants have to develop coaching reports that highlight the SWOT analysis, and outcome of the coaching sessions for each MSME.

- The consultants will support RMF in the baseline and end-line survey to evaluate the improvement of the MSMEs

- The consultants will be responsible of providing a tailored follow-up to (a) enhance the access to the most appropriate markets for the 60 A2M MSMEs and to (b)enhance the linkages to the most appropriate financing mechanisms for the 60 A2F MSMEs.

The number of working days is 1.5 day per MSMEs and 3 days one-on-one coaching for a total of 120 MSMEs.

1. **Consultants Qualifications**

The consultants wishing to be considered for the services described herein should have the following qualifications:

1. **Expert in Marketing:**
* Academic Qualifications:
* A Bachelor Degree/ Master Degree/Ph.D. in Marketing or any relevant field
* Years of experience:
* Minimum 10 years of experience in Marketing Consultancy
* Technical experience:
* Experience in conducting market research for MSMEs
* Knowledge of best practices and techniques related, to marketing and market and financial linkage
* Conducting one-on-one coaching
* Competencies:
* Excellent communication and interpersonal skills
* Fluent in Writing and spoken English and Arabic.
* Good Knowledge in preparing timely reports on the progress of the work.
* Previous knowledge/experience in North Lebanon
1. **Expert in Business development:**
* Academic Qualifications:
* A Bachelor degree in Business, or any related field
* Years of experience:
* Minimum of 5 years of experience in conducting business-related capacity and coaching
* Technical experience:
* Experience in assessing MSMEs and coaching MSMEs
* Competencies:
* Excellent communication and interpersonal skills
* Fluent in Writing and spoken English and Arabic.
* Good Knowledge in preparing timely reports on the progress of the work.
* Previous knowledge/experience in North Lebanon
1. **Expert in Industrial Engineer:**
* Academic Qualifications:
* A Bachelor degree in Industrial Engineer, or any related field
* Years of experience:
* Minimum of 10 years of experience
* Technical experience:
* Experience in assessing MSMEs and coaching MSMEs
* Competencies:
* Excellent communication and interpersonal skills
* Fluent in Writing and spoken English and Arabic.
* Good Knowledge in preparing timely reports on the progress of the work.
* Previous knowledge/experience in North Lebanon
1. **Expert in Food Engineer/Agro Food**
* Academic Qualifications:
* A Bachelor degree in Industrial Engineer, or any related field
* Years of experience:
* Minimum of 10 years of experience
* Technical experience:
* Experience in assessing MSMEs and coaching MSMEs
* Competencies:
* Excellent communication and interpersonal skills
* Fluent in Writing and spoken English and Arabic.
* Good Knowledge in preparing timely reports on the progress of the work.
* Previous knowledge/experience in North Lebanon

The consultants should provide the following:

* CVs / Resumés
* Financial offer
* Portfolio/List of similar projects implemented
* 3 Reference contacts from similar projects
* Technical offer/proposal

## The consultants if applying as a team or the consultancy firm should include in its offer a clear proposal regarding the team composition with their recent CVs. The team should have diversified skills to cover both Experts needed.

The consultants' offers will be evaluated based on the following:

|  |  |  |
| --- | --- | --- |
| **Evaluation for Consultancy firm/NGO supporting MSME**  | **Score Weight** | **Points Obtainable** |
| **1.** | **Eligibility and qualification of the firm** |
|  | A minimum of 15 years’ experience in business development/supporting MSME’s = 25 points | **0.6%** | **25** |
|  | Proven experience in carrying out similar projects (assessment and coaching) Minimum 7 projects = 25 points 5 /6 projects = Less than 5Between 1  | **0.6%** | **25** |
|  | A well-structured organogram= 20 points | **0.6%** | **20** |
|  | Previous knowledge/experience in North Lebanon/ well connected with stakeholders = 20 points | **0.6%** | **20** |
|  | A minimum of 1 million dollars average of turn over last 3 years= 10 points | **0.6%** | **10** |
| **2.**  | **Eligibility and qualifications of the team** |  |  |
|  | A bachelor degree in Marketing or any relevant field with a minimum of 15 years’ experience = Master degree with 10 years’ experience= PhD. With 3 years’ experience = 30 pointsA bachelor degree with less than 15 years= 5 points A Master degree with less than 10 years’ experience = 10 pointsA PhD with no experience= 15 points | **0.6%** | **30** |
|  | A bachelor degree in Industrial Engineer or any relevant field with a minimum of 15 years’ experience= Master degree with 10 years’ experience= PhD. With 3 years’ experience = 30 pointsA bachelor degree with less than 15 years= 5 points A Master degree with less than 10 years’ experience = 10 pointsA PhD with no experience= 15 points | **0.6%** | **30** |
|  | A bachelor degree in Business or any relevant field with a minimum of 5 years’ experience= 10 pointsA bachelor degree with less than 5 years’ experience = 5 points | **0.6%** | **10** |
|  | A bachelor degree in Food Engineer/ Agro Food or any relevant field with a minimum of 15 years’ experience = Master degree with 10 years’ experience= PhD. With 3 years’ experience = 30 pointsA bachelor degree with less than 15 years= 5 points A Master degree with less than 10 years’ experience = 10 pointsA PhD with no experience= 15 points | **0.6%** | **30** |
| **2.**  | **Proposed Methodology and Implementation Plan** |
|  | 1. Methodology
2. Implementation Plan
 | **0.9** | **100** |
| **3.** | **Financial offer**  |
|  | **The financial offer will be evaluated based on the session rate proposed covering the below:** **- daily rate for assessment specifying field visits per MSME per session (120 sessions for assessment and 60 sessions for profiling)****- coaching session rate per MSME (360 coaching sessions benefiting 120 MSMEs)****-** | **0.9** | **100** |
|  | **Total** | **100%** | **300** |

1. **Language requirements**

All requested reports/deliverables shall be written in English.

Training materials should be elaborated in Arabic and English.

1. **Duration:**

The consultancy will be for 4 months, starting in August 2024 and ending in November 2024. The consultant is expected to deliver all the required services within this period.

1. **Payment terms**

The Consultant is expected to complete and submit:

* the approved deliverable
* relevant invoice and timesheet

to be able to process the payment