

**TERMS OF REFERENCE**  
**Specialist (Occupational Therapist, Psychologist, Speech Therapist,  
Psychomotor Therapist, Physiotherapist)**

**Programme:** MEREP

**Site:** LEBANON

**Date:** 27/12/2024

## 1. Preamble

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With the aim to provide therapy sessions to people with disabilities in North and Mount Lebanon (Batroun, Zgharta, Byblos and Zouk), Handicap International would like to establish a Service Contract with below:

LOT 1 - Occupational Therapist.

LOT 2 - Psychologist

LOT 3 - Speech Therapist

LOT 4 - Psychomotor Therapist

LOT 5 - Physiotherapist

## Description of the Vendor Market

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The vendor market targeted to sign framework contract for the above specialists:

- Age groups from 4 to 18 years' old
- Conducts a multidisciplinary assessment within the first sessions for children referred by HI and provides written assessment reports clarifying results, recommended therapies and therapeutic plan. The therapist provides sessions according to the assessment.
- The total number of sessions to be provided will depend on the results of the assessment
- Maximum 17 sessions per each type of therapy, in addition to the 3 initial assessment sessions
- All technical reports should be typed and shared by email.
- All weekly online sheets should be timely filled and updated for regular feedback.
- Time of each session: 45 minutes
- The material should be covered by the therapist
- Attend meetings/training once per month facilitated by HI
- Attends Case management, and Community of Practice sessions facilitated by HI.
- Ensure communication between the therapist and other multi-disciplinary teams and teachers when needed.

## Definition of requirements and selection criteria

<i>Requirements</i>	<i>Selection criteria</i>
<p><b>Therapist</b></p> <ul style="list-style-type: none"> <li>• BA in occupational therapy.</li> <li>• Proof of Syndicate / Association Registration</li> <li>• Work Permit by MoPH</li> <li>• MOF / Fiscal Number Mandatory (If not, 8.5% is to be deducted from the total invoice)</li> <li>• Minimum of 2 years of experience in the field</li> <li>• Basic computer literacy is mandatory (excel, word, outlook)</li> <li>• Previous experience with children and youth (students) with disabilities (mental, mobility, hearing, visual, communication, learning difficulties)</li> <li>• Ability to invoice and meet deadlines</li> <li>• If individual, having an office is mandatory</li> <li>• Obligatory to state the location of the office in the proposal or you will be disqualified.</li> </ul>	<ul style="list-style-type: none"> <li>• Should be in line with HI General Purchasing Conditions</li> <li>• Supplier location near the pilot schools</li> <li>• Curriculum Vitae</li> <li>• Commitment to HI Safeguarding policy</li> <li>• Price of the session reaches a maximum of USD 23 USD</li> </ul> <p>Preference for therapists working in teams (at least 2 specialties in the same location psychologist, speech therapist, psychomotor therapist, occupational therapist)</p> <p>Upon agreement it is expected from each therapist to provide for each student (as soft and hard copies):</p> <ol style="list-style-type: none"> <li>1. Initial assessment report</li> <li>2. Written intervention plan</li> <li>3. Final written progress report</li> <li>4. Recommendations for caregivers and teachers</li> <li>5. Therapy log sheets</li> <li>6. Original Invoice</li> </ol>

## Prequalification Process

Handicap International Lebanon's mission invites specialists and clinics all over Lebanon with the objective to identify the potential parties for prequalification upon project referrals and needs.

At the end of the process, a framework contract will be signed for a period of (seven) 7 months minimum for selected clinics and/or specialists

## How to apply

Interested clinics or specialists (individually) are invited to check the minimum requirement above.

The documents should be sent by Email to: [tenders@lebanon.hi.org](mailto:tenders@lebanon.hi.org)

The documents should contain:

- Specialist (individual) or clinics official documents (found in requirements)
- The "Annexes Document" must be fully completed, signed, and stamped and submitted in PDF form.

Applicants shall send their proposal before 15 January 2025.