

Request for proposal and
ToR for Needs Assessment

REQUEST FOR PROPOSAL

SOS Children's Villages LEBANON

2023

Request for proposal and ToR for Needs Assessment

REQUEST FOR PROPOSAL	1
Table of Contents	2
1 Context and rationale	4
1.1 About SOS Children’s Villages Lebanon	4
1.2 Description of SOS Children’s Villages Programs as per Locations	4
1.3 Rationale and overall objective of the needs assessment	5
2 General information on request for proposals	6
2.1 Process of Submission of Bids	6
2.2 Documents to submit	7
2.3 Deadline for submission	7
2.4 Modification and withdrawal of bids	7
2.5 Signing of the contract	7
2.6 Rights of SOS Children’s Villages Lebanon	8
2.7 Evaluation of proposals	8
3 Terms of reference	8
3.1 Prepare for needs assessment	8
3.2 Data collection and analysis	9
3.2.1 Target group analysis	9
3.2.2 Assessment of alternative care services needed by children from the target group and gaps in current service provision	10
3.2.3 Assessment of type of family support services present and needed to prevent child- family separation	10
3.2.4 Analysis of community assets and needs (PESTLE)	11

Request for proposal and ToR for Needs Assessment

3.2.5 Analysis of stakeholders in prevention and alternative care, including the current response of governmental, non-governmental, and community actors to the needs of the target group	12
3.2.6 Recommendations about the future development of SOS CV Lebanon alternative care interventions	14
3.3 Expected deliverables	14
3.4 Duration of the contract and terms of payment	14
3.5 Timetable	15
3.6 Qualification of the researcher / research team	15
3.7 Logistics arrangements	16
3.8 Notice of Delay	16
3.9 Ethical considerations	16
3.10 Copyright and other propriety rights	17
3.11 Termination	17
4 Annex	
4.1 SOS Children’s Villages Lebanon child protection policy and code of conduct	18
4.2 Bid submission / identification form	19
4.3 Previous experience form	20
4.4 Price schedule form	21
4.5 Technical proposal (guideline)	22
4.6 Structure for needs assessment report	23

Request for proposal and ToR for Needs Assessment

1. Context and rationale

1.1 About SOS Children's Villages

SOS Children's Villages International is a non-governmental organization (NGO) that focuses on providing long-term care and support to vulnerable children. The organization operates in 139 countries worldwide, working to prevent child abandonment, provide alternative care options, and support family strengthening initiatives.

SOS Children's Villages Lebanon is a non-governmental, non-profit social development national association and a member of the International Federation of the SOS Children's Villages (SOS CV). The association was established in 1964 in Lebanon and actively collaborates with governmental and non-governmental organizations to advocate for the rights of socially vulnerable children and the well-being of their families.

SOS Children's Villages mission is to build families for children in need, help them shape their own futures, and contribute to the development of their communities. The organization aims to provide a loving and supportive family environment for every child, ensuring their rights and well-being are protected.

1.2 Description of S O S Children's Villages Programs as per Locations

Programs and Services: SOS Children's Villages Lebanon offers a range of programs and services, including:

1. Family like alternative care in SOS Children's Villages: These are family-like homes that provide a nurturing home environment for children who have lost or are at risk of losing parental care. Children live in SOS Children's Villages or SOS Community Houses, with SOS caregivers and siblings, receiving comprehensive support for their physical, emotional, and educational development.
2. Small Group Homes for Youth aged between 14 and 18: it is a care setting providing residential care. It should be around 6-8 children and organized around the rights and needs of each child.
3. Family Strengthening Programs: SOS Children's Villages Lebanon works to prevent child-family separation by supporting at-risk families within their communities. These programs provide access to healthcare, education, vocational training, and social support, enabling families to stay together and thrive.
4. Advocacy and Policy Influence: The organization engages in advocacy efforts to raise awareness about the rights and needs of vulnerable children and families. They work with governments, international organizations, and other stakeholders to shape policies and practices that promote the well-being and protection of children.

Request for proposal and ToR for Needs Assessment

SOS Children's Villages Lebanon implements various programs in order to support target group beneficiaries in the following locations:

Family-Like Care Services:

1. Kfarhay SOS Village (Batroun District)
2. Bheressaf SOS Village
3. Qsarnaba SOS Village (Central Bekaa طسولأعق ب ل ا)

Small Group Homes:

1. Youth house for boys aged between 14 and 18 in Jbeil
2. Youth house for girls aged between 14 and 18 in Jal El Dib

Family Strengthening Programs:

1. In Central Bekaa and Baalbeck-Hermel
2. In Beirut

1.3 Rationale and overall objective of the needs assessment

In the process of developing a strategy for the coming years, SOS Children's Villages Lebanon wants to explore potential provision of services. The needs assessment should be carried out in the following locations: Central Bekaa and Baalbeck-Hermel for both Lebanese population and Syrian refugees' communities.

SOS Children's Villages Lebanon is currently not providing any alternative care programs in Baalbeck-Hermel, but is implementing alternative care programs in central Bekaa. In addition, SOS Children's Villages Lebanon currently implements the Family Strengthening Programs in Central Bekaa and Baalbeck-Hermal.

The purpose of this needs assessment is to provide:

1. Information about the situation and characteristics of the target group (children and young people 0-18 years who lost parental care or are at risk of losing parental care; and young care leavers (19-25 years) in Central Bekaa, and Baalbeck: number, age, gender, disability status, living arrangements, relationship with caregivers, child rights violation experienced, and number of child protection cases, girls at risk, place of origin, etc.

Request for proposal and ToR for Needs Assessment

2. An assessment of the type of alternative care and prevention services and interventions most needed by the target group in the coming 3-5 years and gaps in the current response in the 4 locations.¹
3. An analysis of stakeholders including the current response of governmental, non-governmental, community actors to the needs of the target group

2. General information on request for proposals

The bidders are welcome to submit their proposal for a needs assessment in Lebanon. This bid is open to all national and international suppliers (independent consultants or companies) who are legally constituted and can provide the requested services. The bidder shall bear all costs of the bid; costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents have to be submitted in English. Financial bid needs to be stated in USD (including Taxes).

2.1 Process of Submission of Bids

Bidders can submit their proposals as hard copy or by email:

- A. Submission as hard copy: The submission duly stamped and signed shall be presented in three sealed envelopes placed inside a fourth envelope bearing the following: Sin El Fil, SOS Building, Mgr Chebli Avenue, 3rd Floor, 9 am to 3 pm. Phone: 01 499 787
 - 1) First envelope: It contains an application for participation and the documents attesting to meeting the conditions stated in Article (3.6) of this ToR as well as other required conditions.
 - 2) Second envelope: It contains the technical offer and specifications. It must not contain any prices or reservations or legal or financial conditions which are to be disregarded if mentioned.
 - 3) Third envelope: It contains the financial and commercial offer including unit and total prices. It must be established by the bidder in a very clear unambiguous manner without scratches or cross-out or insertions, and must not contain any reservations or legal or financial conditions which are to be disregarded if mentioned.

During the process of evaluation, first envelop (documents) will be open and evaluated first, second envelop (technical bids) which are shortlisted after evaluation

¹ Reference documents that describe potential types of care and prevention services will be provided, including SOS Children's Villages Programs service descriptions; UN guidelines for the alternative care of children

Request for proposal and ToR for Needs Assessment

of the Documents, will be open in a second step. Third envelop (financial part of those proposals), which are shortlisted after evaluation of the technical proposal, will be open in a third step.

- B. Submission by Email: Send by email all documents in PDF format. Insert the following in the subject heading "ToR SOS Lebanon". Email to be sent- to the following recipients:

Lina.bitar@sos.org.lb

Charbel.aoun@sos.org.lb

2.2 Documents to submit

1. Bid submission / identification form
2. Previous experience document
3. Technical proposal (The technical proposal is expected to include a short section on proposed methodology. After signing of contract, an inception report is expected in order to agree on the detailed methodology)
4. Financial proposal
5. CVs of the research team member(s) including current geographical location(s)
6. Two references (at least two of them must be familiar with an NGO experience)
7. An example of a recent/relevant needs assessment or evaluation report (if available for public use)

2.3 Deadline for submission

The proposal has to be received by latest on September 30, 2023, 3:00 pm. Proposals received after the deadline will be not be considered.

2.4 Modification and withdrawal of bids

Only one offer is accepted from one bidder and the offer registered first in the office of the public entity mentioned in the announcement will be adopted. Once they are registered in the said office, offers may not be recovered or completed or amended.

2.5 Signing of the contract

SOS Children's Villages will inform the successful bidder electronically and will send the contract form within 2 weeks after closure of the bid submission deadline. The successful bidder shall sign and date the contract, and return it to SOS Children's Villages Lebanon within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the bid.

Request for proposal and ToR for Needs Assessment

2.6 Rights of SOS Children's Villages

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e., the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives

2.7 Evaluation of proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Bidders may additionally be requested to provide additional information to SOS Children's Villages on the proposed services.

The criteria for selection are:

Method: The proposed method for carrying on the needs assessment.

Timetable/work plan: The timetable/work plan is realistic and meet the needs of the needs assessment.

Cost: The cost of the proposal is reasonable and feasible, given the other aspects of the proposal

Experience: The experience of the consultants in evaluations and recommendations from organisations for which the consultant(s) has previously worked

3. Terms of reference

This Term of Reference (ToR) provides the framework for collaboration with SOS Children's Villages Lebanon.

3.1 Preparation for needs assessment

Undertake all required preparations for the needs assessment: propose methodology, conduct desk research, identify key informants, plan data collection process, organisation & logistics, and prepare field visit schedule. Submit and secure approval for the refined needs assessment design and methodology in an inception report: document (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools. Preparation

Request for proposal and ToR for Needs Assessment

of checklists, participant lists and other management/organisational information for data collection.

3.2 Data collection and analysis

The data collection process is to be proposed by the consultant. There should be a good balance of qualitative and quantitative research methods proposed. It should include:

- A review of existing local laws (e.g., child welfare law), policies, strategies, statistics and internal and external reports related to the situation of children without parental care or at risk of losing parental care in the previously mentioned locations.
- Interviews, focus group discussions and/or questionnaires with community leaders and local state authorities dealing with children without parental care or at risk of losing parental care. As an input to the study, authorities should state their expectations towards the SOS CV Lebanon and outline potential modes of collaboration and public funding for family-based care and family strengthening.
- Interviews, focus groups, and/or questionnaires with representatives of major non-governmental and community-based organisations that provide family strengthening and alternative care and/or involve in advocacy and capacity building activities targeted at the child welfare and child protections system.
- Interviews or focus groups with children and families from the target group.

3.2.1. Target group analysis

The purpose of this target group analysis is to identify and analyze the characteristics, needs, and challenges of Lebanese and refugees' children without and/or at risk of losing parental care: number, age, gender, background (living arrangement), disabilities status, physical and mental health (including trauma), educational status, sibling's.... This step is crucial for developing effective interventions and strategies in alternative care and family strengthening.

Key questions:

- How many children of the targeted areas in past three years fall into one of the following target group sub-types segregated by age, gender, refugee status, original place of living, disability status
 - Children who lost parental care
 - Children placed in alternative care?
 - Children at risk of losing parental care (Children are living with a caregiver, but the children's well-being and development is at serious risk)

Request for proposal and ToR for Needs Assessment

- Reasons why children are at risk of losing parental care respectively are placed in alternative care.
- Child rights violations faced by children who lost parental care or are at risk of losing parental care (e.g., Survival: no access to health services; Development: no access to education, poor living standards, no social security; Protection: abuse and exploitation; Participation: children not involved in decisions concerning them)
Number of reported cases of child neglect and abuse in past 3 years?

3.22 In Alternative Care Services in each of the two locations (Central Bekaa, and Baalbeck-Hermel): We aim to carry out a Needs Assessment assessing the services provided for the Lebanese and Syrian refugees in terms of the:

1. current alternative care services including the range of services available and the target population served.
2. strengths and weaknesses of the alternative care system, including the quality of care, child protection measures, and support provided to caregivers.
3. existing policies, legal frameworks, and regulations related to alternative care.
4. the specific needs and challenges faced by children in alternative care, including their psychosocial well-being, education, healthcare, and transition to adulthood.
5. level of coordination and collaboration among key stakeholders involved in the alternative care system.
6. recommendations for strengthening the alternative care system.
7. Recommendations for family strengthening programmes.

3.23 In Family Support Services to prevent child-family separation in each of the two locations (Central Bekaa, and Baalbeck-Hermel): We aim to carry out a Needs Assessment assessing the services provided for the Lebanese and Syrian refugees in terms of the:

1. strengths and weaknesses of existing family strengthening interventions, including the effectiveness of program approaches, service delivery models, and capacity building mechanisms.
2. socio-cultural, economic, and structural factors contributing to child-family separation within the target population.
3. capacity and readiness of relevant institutions, organizations, and service providers in delivering family strengthening programs.
4. specific needs and challenges faced by families at risk of child-family separation, including access to education, healthcare, livelihood opportunities, and social support networks.

Request for proposal and ToR for Needs Assessment

5. level of coordination and collaboration among key stakeholders involved in the delivery of family strengthening programs.
6. recommendations for strengthening family strengthening programs, addressing identified gaps, and improving outcomes for at-risk families.

The analysis in the needs assessment will inform SOS Staff whether the organisation is the best placed stakeholder to respond the needs of the target group in the above-mentioned locations. In addition, it will be basis for revising or diversifying existing Family Strengthening Programs, services and interventions in the locations in order to improve quality of service and make them more efficient for the target group beneficiaries.

3.24 Analysis of community assets and needs (PESTLE analysis)

To conduct an analysis of community assets and needs for alternative care and family strengthening services, a PESTLE analysis can be a useful framework. PESTLE stands for Political, Economic, Socio-cultural, Technological, Legal, and Environmental factors:

1. Political Factors:
 - Government Policies: Assess the political landscape and government policies related to children rights, the care services and prevention of child-family separation. Examine the level of political commitment, funding priorities, and existing regulations.
2. Economic Factors:
 - The rate of unemployment, and the average income per family compared to life expenditure on basic needs for food, health and education.
3. Socio-cultural Factors:
 - Social Norms and Beliefs: Understand the prevailing social norms, beliefs, and attitudes towards our target group. Identify cultural factors that may influence the acceptance and implementation of interventions. Cross cutting themes are crucial for analysis: gender equality, any form of discrimination.
 - Community Engagement: Assess the level of community involvement and support for alternative care and family strengthening programs. Furthermore, analyze community assets, such as existing social networks, community organizations, and cultural practices that can be leveraged to support families.

Request for proposal and ToR for Needs Assessment

- Community Resources: Identify community resources, such as schools, healthcare facilities, community centers, and support services, that can contribute to alternative care and family strengthening programs. Consideration of factors that may affect the family well-being such as access to safe housing, clean water, sanitation...
- 4. Legal Factors:
 - Legal Frameworks: Assess the legal frameworks and regulations governing child care and child rights. Analyze the adequacy of existing laws to protect the rights of children, families, and caregivers.
 - Child Protection Mechanisms: Evaluate the effectiveness of child protection systems, including reporting mechanisms, safeguarding procedures, and legal support services. Identify gaps and areas for improvement.

By conducting a PESTLE analysis within the context of alternative care and family strengthening programs, you can gain a comprehensive understanding of the community assets, challenges, and needs. This analysis will help inform the design and implementation of interventions that are aligned with the community's political, economic, socio-cultural, technological, legal, and environmental realities.

3.2.5 Analysis of stakeholders in prevention and alternative care, including the current response of governmental, non-governmental, and community actors to the needs of the target group

A stakeholder analysis examines the motivation and capacity of stakeholders present in the community.

Stakeholders are organizations, groups or people who can influence a programs; have an interest in the programs (positive or negative); are affected by the programs (positive or negative); can influence the impact of a programs; can provide resources to the programs etc. This contributes to an informed recommendation on who may be best-placed to be a partner of SOS Lebanon in responding to the needs of the target group.

- Analyze the engagement and collaboration between government agencies, NGOs, community organizations, and other relevant stakeholders in supporting and implementing alternative care and family strengthening programs.

Request for proposal and ToR for Needs Assessment

- Determine the capacity and readiness of relevant institutions, organizations, and service providers in delivering alternative care services.

Key questions:

- To what extent can NGOs receive state funding (grants, subsidies, child allowances, etc.) and other kind of state support (man power, infrastructure, etc.) for the provision of prevention and alternative care services?
- Analysis of key stakeholders in the location who can influence development of the prevention and alternative care service’s interventions; their attitude and interest; their influence on and importance for success (please fill in below table).

Stakeholder (organization, persons, group)	Their role in prevention and alternative care (policy maker, service provider, funding agency, advocacy, etc.)	Interest to cooperate with SOS CV	Potential influence on SOS services and interventions (score 1 – 4, weak = 1, strong = 4)	Relative importance to SOS services success (score 1 – 4, weak = 1, strong = 4)

Key stakeholders:

1. Government Agencies
2. Non-Governmental Organizations (NGOs)
3. Caregivers and Foster Families
4. Children and Youth in Alternative Care
5. Community Organizations
6. Social Workers and Case Managers
7. Academia and Research Institutions
8. Donors and Funding Agencies
9. Legal and Judicial System
10. Advocacy and Support Organizations

Request for proposal and ToR for Needs Assessment

3.2.6 Recommendations about the future development of SOS Children's Villages Lebanon prevention and alternative care interventions

Recommendations about the development of SOS CV Lebanon prevention and alternative care services and interventions in the coming 5 years in order to best respond to the needs of the target group, including potential adaptations of current programme interventions, introduction of new interventions, and/or potential closure.

3.3 Expected deliverables

1. Documentation of all activities (e.g., interviews, FGDs...) carried out.
2. Refinement of needs assessment design and methodology in an inception report.
3. First draft of the final report in English language.
 - a. Presentation of preliminary results to SOS Children's Villages Lebanon (face-to-face).
 - b. Final report in English language.
 - c. Comprehensive report outlining the findings of the assessment, including strengths, weaknesses, and recommendations for alternative care services and family strengthening programs.
 - d. Summary of key findings and recommendations for policymakers and relevant stakeholders.
 - e. Presentation of the assessment results to key stakeholders, accompanied by a discussion of potential strategies for improvement.

3.4 Duration of the Contract and term of payment

The needs assessment final report is expected to be submitted and approved by 30 December 2023.

Duration of contract: the contract is effective from the moment it was signed until the acceptance of work by the project team.

Payment will be made only upon SOS Children's Villages acceptance of the work performed in accordance with the above-described deliverables.

Payment will be carried out via bank transfer in USD and is due 30 days after receipt of invoice and acceptance of work.

Funding and Payment: The consultant will be paid by SOS Children's Villages as follows:

- 15% on the approval of inception report
- 35% on completion of the draft report
- 50% on completion of final report

In case the inception report is does not meet the requirements, we have the right to terminate the contract.

Request for proposal and ToR for Needs Assessment

3.5 Timetable

Activities	Due dates	Time frame	Location
Prepare needs assessment and submit suggested data collection methods to the contracting body (inception report)	October 20, 2023	15 days	SOS premises, Sin El Fil
Conduct desk research (general)	November 5, 2023	15 days	---
Conduct data collection (interviews ect.)	November 20, 2023	15 days	On field -
Analyse data and prepare draft of final report	December 5, 2023	15 days	SOS premises, Sin El Fil
Incorporate feedback and prepare final report and presentation	December 30, 2023	25 days	SOS premises, Sin El Fil

3.6 Qualification of the researcher / research team

1. Knowledge of Alternative Care and Family Strengthening: The researcher or research team should have a solid understanding of the principles, theories, and practices related to alternative care and family strengthening. They should be familiar with relevant literature, best practices, and emerging trends in the field.
2. Research Experience: It is essential that the researcher or research team has prior experience in conducting needs assessments or similar research projects. They should have a demonstrated ability to design research methodologies, collect and analyze data, and produce high-quality reports or publications.
3. Data Collection and Analysis Skills: The researcher or research team should possess strong skills in both qualitative and quantitative data collection and analysis methods. This includes expertise in conducting interviews, focus group discussions, surveys, and case studies, as well as proficiency in data coding, thematic analysis, and statistical analysis.
4. Ethical Considerations: Familiarity with ethical guidelines and protocols for research involving vulnerable populations, such as children and families, is crucial. The researcher or research team should prioritize the protection of participants' rights and privacy, obtain informed consent, and handle sensitive information in a confidential and ethical manner.

Request for proposal and ToR for Needs Assessment

5. Cultural Sensitivity and Contextual Understanding: Understanding the cultural, social, and contextual nuances of the target population is vital. The researcher or research team should demonstrate cultural sensitivity and be able to adapt research methods and approaches accordingly. They should also have the ability to work effectively with diverse stakeholders and communities.
6. Collaboration and Communication Skills: Effective collaboration with stakeholders, such as government agencies, NGOs, and community organizations, is essential for a comprehensive needs assessment. The researcher or research team should possess excellent communication and interpersonal skills to facilitate engagement, build rapport, and ensure the meaningful participation of stakeholders.
7. Reporting and Presentation Skills: The researcher or research team should have strong writing and presentation skills to effectively communicate the findings of the needs assessment. They should be able to produce clear, concise, and well-structured reports and deliver presentations that cater to the needs of different audiences.
8. Academic and Professional Qualifications: The researcher or research team should possess relevant academic qualifications in fields such as social sciences, psychology, child development, social work, or related disciplines. Additionally, certifications, publications, or previous work experience in the area of alternative care and family strengthening would be advantageous.

3.7 Logistical arrangements

The Bidder is responsible for all logistical arrangements incurring during the needs assessment process.

3.8 Notice of Delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing about the causes of any such delays within one (1) week from the beginning of the delay. After receipt of the Contractor's notice of delay, SOS Children's Villages shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

3.9 Ethical Considerations

The target group analysis should adhere to ethical guidelines and ensure the protection and confidentiality of participants. Informed consent should be obtained from all individuals involved, and data collection and analysis should be conducted in a manner that respects the privacy and rights of the target groups.

Request for proposal and ToR for Needs Assessment

3.10 Copyright and other propriety rights

SOS Children's Villages Lebanon shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages.

All materials: interviews, reports, recommendations, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages and shall be treated as confidential, and shall be delivered only to SOS Children's Villages authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages Lebanon.

3.11 Termination

SOS Children's Villages Lebanon reserves the right to terminate without cause this Contract at any time upon forty-five (45) days prior written notice to the Contractor, in which case SOS Children's Villages shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. SOS Children's Villages Lebanon reserves the right to terminate the contract without any financial obligations in case if the contractor is not meeting its obligations without any prior notice:

- agreed time schedule
- withdrawal or replacement of key personnel without obtaining written consent from SOS Children's Villages Lebanon
- the deliverables do not comply with requirements of ToR and research guide.

Request for proposal and ToR for Needs Assessment

4. Annex

4.1 SOS Children's Villages Lebanon child protection policy and code of conduct

SOS Children's Villages Lebanon has a child protection policy and code of conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

The successful bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable).

Request for proposal and ToR for Needs Assessment

4.2 Bid submission / identification form

This bid form must be completed, signed and returned to SOS Children's Village Lebanon. Bids have to reflect the instructions described in the Request for Proposal and Terms of Reference.

The Undersigned, having read the complete Request for Proposals including all attachments, hereby offers to supply the services specified in the schedule at the price indicated in the Price Schedule Form, in accordance with the Terms of Reference included in this document. Any requests for information regarding this Request for Proposal shall be sent to Dr. Lina Bitar, lina.bitar@sos.org.lb

The Undersigned, having read the complete Request for Proposals including all attachments, hereby offers to supply the services specified in the schedule at the price indicated in the Price Schedule Form, in accordance with the Terms of Reference included in this document.

Offering service for SOS Children's Villages Lebanon

1. Company/Institution Name/Individual's Name _____
2. Address, Country: _____
3. Telephone: _____ Fax _____
Website _____
4. Date of establishment (for companies): _____
5. Name of Legal Representative (if applicable):

6. Contact Person: _____
Email: _____
7. Type of Company: Ltd. Other _____
8. Number of Staff: _____
9. Subsidiaries in the region:
10. Indicate name of subsidiaries and address
 - a) _____
 - b) _____
 - c) _____

Validity of Offer: Valid until: _____

Date

Signature and stamp

Request for proposal and ToR for Needs Assessment

4.3 Previous Experience Form

Description (Services and products provided to the clients relevant to the current RFP)	Client	Contact person/phone, e- mail address	Date of assignment (from/to)

Request for proposal and ToR for Needs Assessment

4.4 Price schedule form

The financial proposal needs to include all taxes.

	Activity	Staff involved	Number of people	Number of days	Daily rate	Total price per row	Percentage of total price
			A	B	C	$D=A \times B \times C$	$E=D/F$
1	Development of data collection methodology (Inception report)						
2	Data collection and analysis						
5	First draft of the final report						
6	transportation						
7	Final report						
	Total Price (F)						100%

This proposal should be authorized, signed and stamped

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:

Request for proposal and ToR for Needs Assessment

4.5 Technical proposal (guideline)

Name of Organisation/Firm/Independent Consultant	
Name of contact person for this proposal (for organisation/firm)	
Address:	
Phone/Fax:	
E-mail:	

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Quality and Relevance of Technical Proposal

- Describe all actions related to defining data collection methodology and conducting the needs assessment
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

2. Qualification and expertise of or organisation/team of consultants/consultant submitting proposal

- Reputation of firm/organisation and staff and individual consultant/s (competence and reliability) in carrying out evaluations
- Relevance of:
 - Specialized knowledge
 - Proven expertise in carrying out formative evaluations
- CVs for key staff

Request for proposal and ToR for Needs Assessment

4.6 Structure for needs assessment report

The final needs assessment report should be based on the proposed outline:

COVER PAGE (1 page)

[The cover page of the report must include the name of the program, country, date, implementing agency of the evaluation, name of the authors.]

EXECUTIVE SUMMARY (1-page, main findings)

1. INTRODUCTION (1 page)

- 1.1 Overview on location and short description of national child rights situation
- 1.2 Description of key questions and objectives

2. METHODOLOGY (2 pages)

- 2.1 Description of the overall assessment process, research team, and methodology
- 2.2 Data collection methodology

3. NEEDS ASSESSMENT RESULTS according with TOR (5-7 pages)

- 3.1 Target group analysis
- 3.2 Interventions most needed by the target group and gaps in the current response
- 3.3 Stakeholder analysis *[Include the stakeholder analysis table and narrative summary that recommends who may be best-placed]*
- 3.4 Assessment of type of alternative care interventions needed by children and from the target group and gaps in current service provision
- 3.5 Assessment of type of family support services needed to prevent child-family separation and gaps in current service provision
- 3.6 Analysis of community assets and needs (PESTLE analysis)
- 3.7 Analysis of stakeholders in prevention and alternative care, including the current response of governmental, non-governmental, community actors to the needs of the target group
- 3.8 Recommendations about the future development of SOS CV Lebanon prevention and alternative care interventions

4. NARRATIVE SUMMARY AND RECOMMENDATIONS (3-5 pages)

[Analyze main findings and give recommendations about the future development of SOS Children's Village Program Lebanon prevention and alternative care services and interventions in order to best respond to the needs of the target group, including potential adaptations of current program interventions, introduction of new interventions, and/or potential closure.]

In case of questions, please, contact *Dr. Lina Bitar + 961 (0) 3940592*