Request for Proposal

For Adobe Illustrator and InDesign Trainer

FOR

DANISH REFUGEE COUNCIL (LEBANON)

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| **Request for proposal (RFP) BEY/19/013** | |
| Name of the organization | Danish Refugee Council |
| Date of issue | 5th November 2019 |
| Last date and time for receipts of bids | 18th of November 2019 at 13:00pm |
| Address for the submission of proposals | By email at:  LBN-Procurement-RFP@drc.ngo |
| Address for queries | By email at:  LBN-Procurement-RFP@drc.ngo |

**Background:** As the Syrian Crisis enters its seventh year, close to four million displaced Syrians are living in neighboring countries. Lebanon has absorbed 1.2 million Syrian refugees, which has resulted in mounting pressures on overstretched public infrastructure, services, and resources. Hosting populations have progressively suffered from declining living standards, livelihood opportunities and access to quality basic services as the crisis has moved from an emergency state to its current protracted situation. Initial charitable sentiments and generosity toward the refugee populations are eroding and growing social volatility in the region is contributing to inter-communal tensions, political unpredictability, and economic stagnation. While the Syrian influx has exacerbated socioeconomic cleavages in both Lebanon, it has certainly not created them and renewed attention on addressing the root problems of these challenges is needed to move beyond the short-term gap-filling assistance that has characterized the Syria Crisis response to date. Women and youth are disproportionately affected and opportunities to access sustainable livelihoods and participate in public debate and policy decisions are particularly limited, leading to growing frustrations. Recent reports have highlighted a generalized discontent among refugees and host communities with regard to the international and national responses to the crisis across the region, citing in particular a lack of transparency in aid provision, weak impact on preparation for future crises as well as low levels of community input in aid planning and delivery.

For further information about DRC, please refer to our website: [www.drc.ngo](http://www.drc.ngo)

**The Project:**

With funding from ECHO, the Danish refugee council’s intervention is designed to improve protection and effectiveness of the humanitarian response in Lebanon by enhanced coordination through joint analysis, planning and response. The Referral Information Management System ”RIMS” has the capacity to generate two categories of valuable data that can be used to improve humanitarian response: 1) information on the effectiveness and timeliness of referral processes and 2) gaps in service provision across sectors. To that end, DRC will analyze aggregated information from RIMS partners to produce analysis on relevant trends and gaps. In relation to trends, for example, RIMS can support the identification of bottlenecks at each step of the referral process and DRC can present this data at inter-agency meetings to discuss potential ways to address them. Additionally, RIMS can support analysis of gaps, for example, by cross-referencing needed services against those actually received, and incorporating gender, age, nationality, time and sector variables into the analysis, DRC will have the capacity to capture relevant trends and gaps in service provision. These will be shared through inter-agency coordination meetings to inform sector priorities, response plans and advocacy.

**Specific Objective and Responsibilities:**

DRC is seeking to apoint an Adobe Illustrator and InDesign trainer (individual or Company) to conduct a practical training for DRC staff 5-8 indivduals. The service provider must be able to provide the below:

* **Introduction to Adobe Illustrator and InDesign**
* Tool box
* Navigation
* Creating a new document
* **Illustrator and InDesign Basics**
* Working with Colors and Patterns
* Fill, Stroke, Gradients and Color
* Determine size and arrangement of illustrative material and copy, and select style and size of type and layout.
* Working with Colors
* Create a design (examples)
* Pattern Fills
* Create, select, and transform shapes (Grouping, rotate, scale)
* Combine shapes and paths
* Use the drawing tools
* Use color ton enhance designs
* Add and edit text
* Work with layers (vectors), gradients, and patterns
* Use brushes
* Use effects and graphic styles
* **Mastering Illustrator and InDesign Workflows and Functions**
* Designing flyers, posters, snapshots, brochures, catalogs, and logos
* Editing enhancing vector shapes (Vector Maps)
* Designing user-friendly fancy, descriptive infographics that highlight messages to donors and stakeholder.
* Creating / designing standardized and fancy report layout
* Perform digital illustrations
* Mark up, paste, and assemble final layouts.
* Printing, Saving, and Exporting in Illustrator

Two practical exercises should be done during the training.

**Timeframe for Outputs/Deliverables:** 3 days (7 working hours per day)

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| **Deliverables** | Day 1 | Day 2 | Day 3 |
| Introduction to Adobe Illustrator and InDesign | X |  |  |  |
| Illustrator and InDesign Basics | X |  |  |  |
| Mastering Illustrator and InDesign Workflows and Functions |  | X | X |  |
| Practical exercises and creating samples |  | X | X |  |

**Experience and technical competencies:**

* At least three years’ experience in GIS;
* Experience in designing/developing static and web maps using QGIS, ArcGIS and CartoDB
* Experience integrating analytical software (such as Tableau) with mapping component;
* Experience in editing and designing maps using Adobe Illustrator
* Experience in GIS database and spatial analysis.
* Experience designing maps using commercial and open source tools;

**Education**: (include certificates, licenses etc.)

University or Technical degree (or equivalent experience) in GIS, computer science, information technology, computer engineering, or other relevant field.

**Languages:**

Full proficiency in spoken and written English and Arabic.

**Key stakeholders:** (internal and external)

* Information Management Unit

**To Apply:**

Interested applicants should submit the following:

The **technical proposal** must include

* Detailed CV
* Relevant experience
* Sample infographics and examples from previous work. (Preferably infographics created for humanitarian purposes)
* Confirmation on the availability corresponding to the list of deliverables stated above.
* Relevant feedback / references from previous clients

The **financial proposal** must specify the following:

The costs for the services requested in the deliverables, it could be per visit, per month, etc...

The Costs should be provided in **USD**.

The Consultant shall be wholly responsible for all taxes, national insurance or other contributions which are or may be payable out of, or as a result of the receipt of, any fees or other monies paid or payable in connection with this Agreement. The Consultant shall accordingly indemnify and hold DRC harmless against all taxes (including VAT), national insurance or other contributions, costs, claims, penalties, interest, expenses or proceedings arising out of or in connection with such taxes and contributions.

The Consultant should notify DRC of his/her registration for V.A.T. and provides V.A.T. invoices in respect of the Consultancy Services, if applicable.

**Instructions for Submission of Bid**

There are two methods for submitting bids:

* **Hard Copy**: One original copy of your proposal in a sealed envelope clearly marked with

**RFP# BEY/2019/013 and the Consultant name**.

The sealed envelope must be deposited into the *DRC Tender Box* to the address below *before the RFP Closing Date and Time*.

*Paragon Building, 3rd Floor, above Body Garage gym, Alfred Naccache Street, Achrafieh, Beirut, Lebanon.*

It is the bidder’s responsibility to ensure that the sealed envelope is deposited into the Tender Box.

* **By Email:** Email submissions will be accepted and must be sent to the following address:

LBN-Procurement-RFP@drc.ngo quoting, RFP# BEY/2019/013, in the Subject line.

RFPs must be received in the email inbox by the closing deadline.

The closing date for the submission of proposals is **18th of November at 13:00 pm (local Beirut time).**

**Any bids received past the deadline will be disqualified.**

All related questions should only be addressed to: LBN-Procurement-RFP@drc.ngo.

Bids submitted by mail or courier are done so at the bidder’s risk and DRC takes no responsibility for the receipt of such bids.

All bids received in pencil will be disqualified.

**Validity of Offer**

Your bid must be valid for a minimum of 30 days from the date of the RFP closing date. Bids not meeting the Bid Validity Period may be disqualified. DRC will attempt to notify all suppliers of the outcome of their proposals as soon as possible after evaluation.

**Evaluation of Bids**

All Bids received and accepted will be evaluated on a ‘line item’ basis as follows:

1. *Administrative Evaluation:* Evaluated to ensure compliance with all the RFP requirements and to ensure that all Bids and calculations are readable and acceptable and includes:

* *Signed Code of Conduct*
* *Supplier profile registration form*

b) *Technical Evaluation:* All Bids received will undergo a Technical Evaluation based on ‘cumulative bid score’ as stated below:

Generic Technical compliance:

• Technical/Finance proportion 70/30

• Minimum passing technical score 40

The technical criteria for this RFP and their weighting in the technical evaluation are:

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| Technical Criteria # | Technical Criteria | Technical Weighting |
| 1 | Required documents have been provided and instructions have been followed | 30 |
| 2 | Experience in creating infographics and reports in the humanitarian sector | 30 |
| 3 | Experience providing technical training of trainers | 10 |
| Financial | | |
| Financial proposal / quotation | | 30 |

\*Out of the maximum 70 points that can be given for the Technical evaluation, bidders must obtain a minimum score of at least 40 in order to proceed to the financial evaluation. Only then will the financial offer be evaluated and reviewed against the technical offer.

c) Bids that comply with the requested items, specifications, and delivery conditions will be classed as ‘responsive’ (acceptable). Only Bids classed as ‘responsive’ (acceptable) will progress onto the ‘Financial Evaluation’ and will be shortlisted. ‘Non-responsive’ bids (not-acceptable Bids) will no longer be under consideration at this stage.

d) *Financial Evaluation:* All ‘Responsive’ Bids will undergo a Financial Evaluation based on proportion 70/30 where 30 is the weighted percentage of price offer.

**Note:** Shortlisted suppliers complying the technical and financial requirements may be asked for an interview with the responsible manager and supplier chain.

**Contract Award**

Under the ‘best value for money’ principle, DRC will award the contract(s) (DRC Purchase Requisition or Service Contract) to the ‘lowest responsive bid’ except where other considerations are warranted. These other considerations can be – total cost of ownership; cost of on-going consumables; price vs warranty; quality vs price.

**RFP Enquires**

All enquires and questions should be addressed to the email given in the RFP Detail’s section! All Q&A’s will be shared with all invited suppliers.

**Under DRC’s Anticorruption Policy, Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.**

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Sincerely,

Supply Chain Department

November 2019