***Request for Proposal***

For Market assessments trainer

FOR

DANISH REFUGEE COUNCIL (LEBANON)

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| **Request for proposal (RFP) BEY/20/003** | |
| Name of the organization | Danish Refugee Council |
| Date of issue | 23rd of January 2020 |
| Last date and time for receipts of bids | 30th January 2020 at 14:00 |
| Address for the submission of proposals | By email at: procurement.rfp@drclebanon.dk |
| Address for queries | By email at: procurement.rfp@drclebanon.dk |

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Operating since 2004 in Lebanon, DRC has addressed the needs and rights of vulnerable populations, working initially with Palestinian refugees (since 2004), Iraqi refugees (2007-2010), Lebanese IDPs (during the 2006 conflict), migrant domestic workers (since 2009) and, since 2011, responding to the Syrian refugee crisis.

DRC Lebanon is currently delivering programming in protection, housing, infrastructure, basic assistance, livelihoods, and community development interventions. This myriad programming seeks to address the immediate needs of displaced populations and concurrently support vulnerable host populations. DRC has five offices spread throughout Lebanon in, Beirut, the Bekaa, Saida, Tripoli and Qobayat.

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

**Objectives:**

DRC is seeking to appoint a **Market assessments trainer** (individual) for the following deliverables:

The consultant will be responsible to create training materials on market and labour market assessments, provide practical tools to conduct these assessments on the field and to train staff to be able to conduct market and labour market assessments to identify suitable livelihoods activities to be developed in support to displacement and conflict affected population.

**Responsibilities:**

* To create training materials for market and labour market assessments, upon the consultant’s experience and expertise in conducting such assessments;
* To tailor its practical tools for market and labour market assessments for the context of Lebanon, particularly the Bekaa and the North;
* To train key field staff in the field on conducting market and labour market assessments by conducting a practical on the job training and conducting with them these assessments, with the shared tools and upon the trainings advices.

**Deliverables:**

The consultancy work will start as soon as possible and will take up to 8 working days. Specific deliverables include:

* Tools for market and labour market assessments to be shared during the training;
* Training of key livelihoods staffs directly in the Bekaa (Zahle) and in the North (Tripoli):
  + *Market assessment:* What is the general market situation in the targeted area? What are the main sources of income for the population per type of income (employment, daily workers, IGA, remittance, etc.), per socio-economic profile, per sectors type (B2B/B2C and formal/informal), per sector (agriculture, Craft, quarry, food, services, etc.)? What is the unemployment situation in the targeted area? What are the different demographic profiles? (youth, women, elderly). What are the main barriers to employment and/or business creation? Based on the requirements and priorities, what would be the sector, value chain and type of economic activities to be prioritised? In identified value chain cluster, What are the different stakeholders in the pre-identified value chains (Stakeholder mapping) and assess their capacity in contributing to the development of the cluster? What are the main gaps and barriers in each value chains? detail the constraints at each value chain step, and indicate appropriate actions to address each constraint/gap. What is the SWOT analysis and risk mapping of the Value Chain cluster? What actions, policies and investments is needed to support the Value Chain cluster development?
  + *Labour market assessment - Skills gap analysis:* What are the soft skills (literacy, HH management, etc) and technical skills of the targeted population? Including education level. Based on the market assessment, what are the main skills missing for the current labour demand? What are the key skills necessary to support development of future market opportunities in the area and/or for potential return (IDPs and refugees)? What are the current service providers of skills development in the area? Do they offer skills trainings on the identified skills? What are the potential feasible soft/life skills and technical skills suitable for the project? Short cycle curriculum, low technical requirements, etc.

By the end of the training, the trainees should be able to:

* Conduct a Market and labour market assessments with data collection (field): the consultant will use a mix of key informant interviews, focus group discussions, household surveys and market observations in order to answer the evaluation questions outlined above with the support and resources of DRC Monitoring and Evaluation team.
* To report on the market and labour market assessments: how to write a short findings brief report of the market/labour market assessments, including but not restricted to a value chain mapping, SWOT analysis, actionable recommendations.
* To be able to update quickly this market and labour market assessment whenever needed.

**Timeframe for Outputs/Deliverables:** 5 days (as soon as possible)

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| **Deliverables** | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 |
| Preparation of the training materials, tools for the assessments, training presentations | X | X |  |  |  |  |  |  |
| Delivery of training sessions on conduction market and labour market assessments for DRC staff in the NORTH |  |  | X | X | X |  |  |  |
| Delivery of training sessions on conduction market and labour market assessments for DRC staff in the BEKAA |  |  |  |  |  | X | X | X |

**Experience and technical competencies:**

* At least four-year of relevant experience in livelihoods, market support, business sector;
* Excellent level of written and spoken proficiency in English and Arabic languages;
* University degree in Economics, Entrepreneurship, or other relevant discipline;
* Knowledge of formal and informal economic and market of the Bekaa and North highly advantageous;
* Demonstrable experience in developing similar products for programs related to the humanitarian sector;
* Experience and understanding of the Lebanese market and issues faced by businesses and by job seekers in Lebanon;
* Demonstrable extensive experience in business development and market assessments.

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

University degree in Economics, Entrepreneurship, or other relevant discipline;

**Languages:**

Full proficiency in spoken and written English and Arabic.

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

DRC programme teams.

**Location:** Based on the above timeframe for outputs and deliverables table, the consultant will be deliver the trainings in **Zahle and in Tripoli.**

**To Apply:**

Interested applicants should submit the following:

The **technical proposal** must include

* Detailed CV
* Relevant experience
* 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/2019/003 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](mailto:LBN-Procurement-RFP@drc.ngo), quoting, RFP# BEY/2019/003, in the Subject line.

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

The closing date for submission of proposals is on the 30th of January at 14:00**(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 | Technical experience in conducting market and labour market assessments | 20 |
| 2 | Possession of technical tools to conduct market and labour market assessments | 20 |
| 3 | Experience in conducting training in market and labour market assessments | 20 |
| 4 | Previous experience working with INGOs | 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

January 2020