

OFFER FORM
ACTED Libya

Date: _____ (to be indicated by the bidder)

Tender N°: T/14DPE/H94CSO/BEN/PROGRAMS/21062019/001

To be Filled by Bidder (COMPULSORY)**Details of Bidding Company:**

1. Company Name: _____
 2. Company Authorized Representative Name: _____
 3. Company Registration No: _____
No/Country/ Ministry
 4. Company Specialization: _____
 5. Mailing Address: _____

Country/Governorate./City/St name/Shop-Office No
- a. Contact Numbers: (Land Line: _____
/ Mobile No: _____)
- b. E-mail Address: _____

I undersigned _____, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

LOT1 : TRAINER AND EXPERT FOR CAPACITY BUILDING - BENGHAZI

#	Specification	Unit	Quantity	Unit price [LYD] including VAT	Total Price [LYD] (VAT included)
1	Train the selected CSOs on different themes related to the care and wellbeing of vulnerable population	Days	5*		
2	Report detailing the capacity building training with attendance lists	Report	1		
3	Either provide consultations and follow-up for the CSOs during the implementation stage with accompanying minutes of the meeting for each follow up consultation conducted. Location: On site	Days	2*		
	Or provide consultations and follow-up for the CSOs during the implementation stage with accompanying minutes of the meeting for each follow up consultation conducted. Location: Remotely (phone call, emails etc.)				

ANNEX 1-(TOR) INCLUDES ALL THE DETAILED INFORMATION - REFER TO ANNEX 1 BELOW PRIOR TO PRICING FOR DETAILS

VAT: _____ % (IF APPLICABLE)

NB: (*) THE QUANTITIES OF **TRAINING DAYS** MENTIONED ABOVE MIGHT BE SUBJECT TO CHANGE

AFTER THE SUBMISSION OF EVERY DRAFT OF THE REPORT, THE CONSULTANT IS EXPECTED TO REVIEW THE CONTENT BASED ON THE COMMENTS AND RECOMMENDATIONS PROVIDED BY ACTED PROGRAM TEAM UNTIL A FINAL VERSION IS AGREED UPON IN ACCORDANCE WITH THE GENERAL TIMELINE OF THE PROJECT WITHOUT ANY ADDITIONAL FEE

If you have any question regarding the offer, please contact - libyacsoapplication@acted.org before submitting your offer.

BIDDER'S TERMS AND CONDITIONS:

- Validity of the offer: _____ (recommended: 6 months or more)
- Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

Terms of Reference

LOCAL TRAINER

Trainer for

**ACTED Capacity Building Project for civil society organisations working
with vulnerable population**

Eastern Libya

Project 14DPE

Assistance to vulnerable population in Libya through
cash, QIPs and protection response

June 2019

<p>Background relevant to the mission</p>	<p>Within the framework of responding to the acute vulnerability of conflict affected populations in the East of Libya and strengthening the basic services available to host communities, IDPs and returnees, ACTED will be working with 3-5 CSOs through the course of the year to enhance service provision in the East of Libya. Because the first responder are often local organizations, ACTED wants to engage directly with the local partners in the communities and support them in responding to the needs and vulnerabilities of the people that we are all working with. This project supports local CSOs who are working on the well-being and care of children, women and girls, youth, elderly and disabled populations. The project would provide technical support to local CSOs through a training workshop held in August 2019 in Benghazi.</p> <p>Area of Intervention: Benghazi and Greater Eastern Libya</p>
<p>Objectives of the assignment</p>	<p>ACTED is looking for a trainer with demonstrated training skills or previously an educational background. We are looking at someone who has previous experience working in organisations that are working with conflict affected vulnerable populations. Through the course of your service contract, you will be expected to support a) building training tools and activities before the training commences on different themes b) conduct the training with the support of ACTED staff c) submit a detailed post workshop report.</p> <p>The trainer is a local consultant providing her/his services to train the selected CSOs on humanitarian principles, enhancing their case management skills, technical report writing, and the frameworks they have in place for collecting and managing information. The trainer should also quote how much they will be charging for their services and justifying this cost.</p>
<p>Scope of Work</p>	<ol style="list-style-type: none"> 1. Conduct a professional training with the ACTED staff for the selected CSOs. 2. Design the training materials for the training, in collaboration with the ACTED team. 3. Provide training report after the training has ended. 4. After the training has ended, provide one consultation and follow-up session for the CSOs during the implementation stage to assess whether they were able to realistically implement their teachings and action points from the training.
<p>Key deliverables</p>	<ul style="list-style-type: none"> • Train the selected CSOs on different themes related to the care and wellbeing of vulnerable population. • Report detailing the capacity building training with attendance lists • Provide consultations and follow-up for the CSOs during the implementation stage with accompanying minutes of the meeting for each follow up consultation conducted.
<p>Time schedule</p>	<p>The trainer will be required to commit 10 days for the actual training that will be conducted and the month before that to design the training tools. In addition, it will require one official follow-up session with each civil society organisation in the second half of the year to monitor the progress of the organisation members that were trained. The format for how this follow-up session will be decided at a later date.</p>
<p>Location of the</p>	<p>The Training will take place in Benghazi</p>

mission	
Support provided by the Project team (ACTED) to the Expert	<i>The ACTED team in Libya and Tunis will provide full support to the national expert, particularly in coordinating with the civil society organisations and preparing the venue and logistics of the training.</i>
Language	All reports are to be written in Arabic and English. All training tools will be made in Arabic.
Profile of the expert	<ul style="list-style-type: none"> - Experience in training and coaching, previous experience in humanitarian organizations working with vulnerable populations preferred. - Experience in facilitating workshops and trainings - Writing reports and minutes of the meeting - Strong spoken and written Arabic skills are mandatory - Strong spoken and written English skills are desirable

Name of the Trainer:

Signature : _____

Date: