

OFFER FORM ACTED Lebanon

Date: 10/11/2019

Tender N°: T/14DFR/G9-TR2/TRIPOLI/PROGRAMS/10112019

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.

TRAINER TO Support the CSO's (civil society organizations) in the Libyan municipalities

#	Specification	Unit	Quantity	Unit price [USD] including VAT	Unit price [LYD] including VAT	Total Price [USD] (VAT included)	Total Price [LYD] (VAT included)
1	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities: Janzour,	Training	1				
2	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities: Garabouli,	Training	1				
3	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities:, Al Andalus,	Training	1				
4	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities Emsellata	Training	1				
5	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities: Zliten,.	Training	1				
6	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities: Tarhouna,	Training	1				
7	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities:, Jado,	Training	1				
8	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities:, Jufra,	Training	1				
9	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities:, Shwerif,	Training	1				
10	To conduct trainings, monitoring and evaluating to 3 CSOS in the following municipalities: Idri Shati.	Training	1				

PLEASE SPECIFY THE EXPECTED EXPENSES FOR ACCOMMODATION AND VENUES RENT:

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 – libya.tender@acted.org before sending your offer.**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer: _____ (recommended: 6 months or more)
2. Terms of delivery: _____

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

Terms of Reference

ACTED – Civil Initiatives Libya

Terms of Reference (TOR)

Local expertise

Trainer for civil society organisations

Project: “Support to CSO’s (civil society organizations) in the Libyan municipalities”

I. <u>Support to CSO's (civil society organizations) in the Libyan municipalities</u>	
Background	<p>The present project will aim in particular at assisting civil society actors operating in the target municipalities to build their capacities and support the development of community-stabilization projects. Thus, the overall objective of the present action is to empower civil society actors in small and medium-sized municipalities in Libya so they are able to actively participate in local economic and social development efforts. The specific objective is to build the capacities of CSOs located on the targeted municipalities to enhance the impact of their work and better collaborate with LAs to address local needs and promote the inclusion of vulnerable groups in local development efforts. Interventions within the framework of this project will be implemented over the period of 2 calendar years and 4 months (28 months) starting on 01/11/2017 and ending on 28/02/2020.</p> <p>Specific Objective: To support CSO's (civil society organizations) in Libyan Municipalities.</p> <p>Area of Intervention: Janzour, Garabouli, Al Andalus, Emsellata, Zliten, Tarhouna, Jado, Jufra, Shwerif, Idri Shati.</p>
Objective of the assignment	<p>The trainer is a local consultant providing her/his services to the selected CSOs in the form of capacity-building trainings and consultations. The scope of the capacity building trainings and consultations will be to address the weaknesses and gaps in the knowledge of the following 5 topics: Project cycle management, Finance management, Governance and Human Resource management, Organizational management, External Relations. Under the supervision of the Project Manager, the role of the trainer is to design and implement a training plan that address the needs of the selected CSO, in such fields.</p>
Scope of the work	<ol style="list-style-type: none"> 1. Design a training curriculum based on the results of the capacity assessment (GOCA) conducted by Acted staff that will build the capacities of CSOs and along with other necessary and external training materials, among these, Power point presentations, workshop exercises, tools/resources, handouts for attendees, etc. 2. Before finalisation of the training Modules, submit a draft version of the Modules (see above bullet point) to ACTED for feedback, and integrate feedback into the curriculum

	<p>within 2 weeks, and submit a final version. Upon trainings, the consultant may also choose to amend the Module as to better tailor it to CSO needs, challenges and opportunities.</p> <ol style="list-style-type: none"> 3. Prepare the venues and logistics of the training. Venue, refreshments and training materials to be covered by the trainer 4. Implement the curriculum in the form of training sessions or representatives from the selected CSOs 5. Ensure that training components and activities are implemented as outlined in the project proposal in accordance with ACTED policies and regulations 6. Ensure all activities and deliverables are developed, published, and handed in on time to Project Manager 7. Conduct on-going monitoring and evaluation on own project trainings to ensure that the focus, strategies and activities remain relevant for the beneficiaries and to propose adjustments when needed throughout the training cycle; 8. Accurately draft and provide training reports. 9. Plan and provide support during on-the-job mentoring and coaching of CSOs, as requested 10. Maintain ongoing communication with project team regarding project progress and challenges; 11. Provide consultations and follow-up to the CSOs as they implement their projects 12. Provide periodic updates on the progress of the CSOs projects to ACTED
Key deliverable	<p>The consultant is expected to ensure the following:</p> <ul style="list-style-type: none"> • Designed a training curriculum, material and agenda to be delivered to the CSOs based on the results of the capacity assessment (GOCA) conducted by Acted • Provide suitable venues and all approved materials for the training • Deliver a set of three-day training sessions for all CSOs • Report about the training, one per municipality, to describe for each CSO the strength and weakness, how these weaknesses could be addressed.

	<ul style="list-style-type: none"> Follow up with the CSOs during the implementation of their projects and at the end of project implementation.
Timeframe	<ul style="list-style-type: none"> 3 weeks of preparations curriculum, material and agenda, including 1 week for submission of Module for feedback to ACTED and integration of feedback into the final version of the Module. Prepare the materials and the venues for the training, to be approved by the project team at least one week ahead of the training date To present the curriculum content at the beginning of the training and consider the attendees feedback in the delivery of the sessions 3 days of training for 3 CSOs per municipality (at least 3 participants per CSO) in Janzour, Garabouli, Al Andalus, Emsellata, Zliten, Tarhouna, Jado, Jufra, Shwerif, Idri Shati, including reporting as mentioned in the “Key deliverable” section above. 1 day follow up visits for all CSOs during the implementation period of the projects at the CSOs offices (1visit per CSO, a total of 30 reports) and sharing updates/feedback on the progress of the CSOs projects in the form of reports (1 report per CSO) 1 day follow up visits for the preparation of the final follow up report (after the completion of the projects implemented by the CSOs, 1 visit per CSO, 1 report per CSO, a total of 30 reports
Location	The training and the follow up visits will take place in Janzour, Garabouli, Al Andalus, Emsellata, Zliten, Tarhouna, Jado, Jufra, Shwerif and Idri Shati municipalities
Support provided by the Project team (ACTED) to the	The ACTED team in Libya will provide full support to the national expert, particularly in coordinating with the beneficiaries, and sharing all visibility materials for the use of the training sessions.

Expert	
Language	All reports are to be written in English
Requirements	<p>Essential:</p> <ul style="list-style-type: none"> • Education: Master’s degree in business management or related fields, or bachelor’s with at least 5 years of experience • At least 5 years of experience working on business management and development • Proven experience in training design and conduction of trainings in Project cycle management, Finance management, Governance and Human Resource management, Organizational management, External Relations. • Strong mentoring and reporting skills • Native Arabic speaker, excellent English • Ability to respect and maintain confidentiality • Non-judgmental attitude and respect of ACTED policies <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in project evaluation &/or project design and writing; • Experience with NGOs/CSOs in Libya (national and international). <p>Contracted Trainer are required to sign a Declaration of Impartiality and Confidentiality, including details of any relations to any Libyan CSO. Infringement of this Declaration, as well as false</p>



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	statements in the Declaration, invalidate the contract between the Trainer and ACTED.
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Name of the Trainer:

Signature : _____

Date: