INVITATION TO TENDER

Procurement Reference Number 5- 1 .7. 2021- CCIAS ES

Trainer for Start Ups

The Chamber of Commerce, Industry and Agriculture of Saida and South Lebanon, Lebanese partner of the MEDSt@rts Project is looking for a trainer to develop the entrepreneurial skills of 15 entrepreneurs.

The trainer/ Training provider is responsible for developing training material and delivering a 16 -day incubation program to 15 start –ups, which integrates 10 day traditional teaching methods with immersive and creative activities that provide participants with valuable skills and knowledge. Followed by 6 day thematic webseminars to tackle further issues and themes requested by start-ups during the training workshop .

Interested tenderers can send their tenders as per tender specification and TOR to [medstarts@ccias.org.lb](mailto:medstarts@ccias.org.lb)

Instruction for submitting tenders and TOR are copied below.

Deadline for submission of tender: 12 July 2021, 16 :00 pm

Instructions

1. General Information:

Subject of the contract: Provision of Technical services as indicated in the TOR

Deadline for submission of the tenders: The tender shall arrive 12 July, 2021, 16 :00 pm

Address and means for submission of the tenders: The tenderers shall submit their tenders using the **sample submission form available in Part 2 of this tender dossier**. The tender shall be submitted in 1 (one) original. In case of e-mail submission, the tenderer may provide a scanned original.

**If delivery by post or courier**, the tenders shall be submitted in two separate envelopes:

* **envelope** **one** for the tenderer’s information, the tenderer’s statement and the technical offer and
* **envelop two** for the financial information.

An envelop including both envelopes will contain the following information at the external part:

Name and address of the contracting authority

Title of the tender

Reference number

Name and address of the tenderer

**If delivery by e-mail**, the message shall clearly indicate:

Title of the tender

Reference number

Name and address of the tenderer

The tender submission form and any supporting documentation shall be provided as attachement to the e-mail.

2. Technical Information :

The tenderers are required to provide services as per TOR. In the technical offer, the tenderers will indicate more details on the deliverables, and required time frame.

3. Financial Information

The maximum available value of the contract is 9600 EUR or its equivalent in national currency.

4. The selection criteria:

The award criterion is best value for money, weighting 80% technical quality and 20% price.

1. **TENDERER’S INFORMATION**

**Offer submitted by**:

|  |  |
| --- | --- |
| Name of legal entity or individual submitting the tender |  |
| Address |  |
| Legal registration number |  |

**Contact person**:

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| e-mail address |  |

1. **TECHNICAL OFFER**

Please provide details on the offered services by using the standard tables below .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Title of item | Description | Required timeframe | Required inputs (if applicable) |
|  |  |  |  |  |

1. **FINANCIAL OFFER**

The total price for the offered services/ is <XX.XXX,XX><EUR >.

The offered price includes the execution/delivery of the items described in the technical offer, as well as all the related incidental costs, such as transport, logistics, etc., when required.

Please include a detailed breakdown, in accordance with the items in the technical offer. For fee-based service contracts, include the number of expert days and the daily fees, as well as the breakdown of the incidental costs.

**Term of Reference**

Post Title: Trainer

Project Name: MED Micro finance System for Start Ups (MEDST@rts)

Duty station: Chamber of Commerce, Industry and Agriculture in Sidon and South Lebanon

Duration of Appointement: 16 days (for a total of 78 hrs.)

Expected Starting Date: July 2021

**Background**

As a partner in the MEDST@rts project, the Chamber of Commerce, Industry and Agriculture in Sidon and South Lebanon (CCIAS) is implementing the project activities in Lebanon. MEDSt@rts - Med microfinance support system for start-ups - project is financed by the European Union’s ENI CBC Med Programme and implemented between October 2019 and April 2022 in Italy, Greece, Tunisia, Palestine and Lebanon by a partnership of 7 organizations.

MEDSt@rts addresses young and highly motivated people with innovative ideas - usually high-risk companies - and supports them in developing their business. CCIAS wishes to recruit a qualified Trainer. He/she will carry out a tailored training for entrepreneurs and thematic webseminars within the incubation Programme of the project. The objective of the assignment is to provide 15 start-ups with an advanced entrepreneurial skill.

**Scope of Work**

The trainer is responsible for developing training material and delivering a 16 -day incubation program, comprised of 78 hours for 15 entrepreneurs. The training program that will last 10 days will include topics such as Business strategy, Product and service development, Marketing & competitive intelligence, Finance, Negotiations & sales, Legal & Intellectual property, ….

Throughout out the training, active learning methodologies such as exercises, discussions and small working groups will be developed and applied to ensure interactive participation among participants. The training will be online.

Then thematic webseminars will be organized for 6 days to tackle issues and themes identified during the training as per the emerging needs of the participants.

**Deliverables**

● The 10 day training and 6 day webseminar agenda shared and approved

● All Presentations and support training material

● Attendance sheets

● Rrecordings

● Screenshots

● Final report of the training workshop and webseminars that includes assessment of participant evaluation

**Qualification, Knowledge and Experience**

● At least a Bachelor Degree in Business Administration, Economics, Law, Accounting or any other relevant field.

● Extensive experience on building capacities;

● Personal flexibility and high motivation;

● Experience in similar projects and working in teams;

● Excellent interpersonal communication skills including experience of facilitation for trainings.