



**This ToR is published under the EU funded project  
“Co-evolution of coastal human activities & Med natural systems  
for sustainable tourism & Blue Growth in the Mediterranean.**

**(A\_B.4.4\_0075 / Co-Evolve4BG)**

**Al-Midan launches a call for:**

**« Financial officer »**

**Part A: Information for the Tender**



<b>Name and address of the contracting authority :</b>	Al Midan NGO
<b>Contact person :</b>	almidanong@gmail.com
<b>Title of the tender :</b>	<b>Financial officer</b>
<b>Reference number:</b>	< CoE4BG-LB-ENI-05/2022 >

## ABOUT AL-MIDAN

Al-Midan is a non-governmental and non-profit organization – NGO.

It aims to help Lebanese society and marginalized communities by engaging its citizens to play an active and positive role in their local communities.

Al-Midan deals with the humanitarian, rural development, social, cultural, educational and environmental causes and works closely with national and local government authorities, public sector, local communities, NGOs, international organizations, donors, charities and private sectors.



## PROJECT BACKGROUND

Co-Evolve4BG Project funded by the European Union under the ENI CBC Med Program under the thematic objective B.4. Environmental protection, climate change adaptation and mitigation and the Priority B.4.4: integrated coastal zone management, aims at analyzing and promoting the co-evolution of human activities and natural eco-systems in touristic coastal areas, towards sustainable development of tourist activities based on the principles of Integrated Coast Zone Management (ICZM) and Maritime Spatial Planning (MSP), promoting at the same time Blue Growth in the Mediterranean. It started on 1<sup>st</sup> September 2019 and has duration of 36 months (until 31st August 2022). It counts on an overall budget of 2.9 EUR, which are co-financed at a 90% rate by the ENI CBC Med program.

Co-Evolve4BG project is implemented in 5 Mediterranean countries through a partnership of 8 partners from Tunisia, Italy, Greece, Spain, and Lebanon.

### SUMMARY INFORMATION ABOUT THE PROJECT

Title of the project	Co-evolution of coastal human activities & Med natural systems for sustainable tourism & Blue Growth in the Mediterranean “Co-Evolve4BG”
Duration (Months)	36
Starting/Ending date	01/09/2019 – 31/08/2022
Lead beneficiary	National Institute of Marine Sciences and technologies (INSTM)
Partners	Region of Lazio (PP1); Region of East Macedonia & Thrace (PP2); University of Murcia (PP3); Valenciaport Foundation for Research, Promotion and Commercial Studies of the Valencian region (PP4); National Agency for Environment Protection (PP5); Ministry of Public Works and Public Transport (PP6); Al Midan NGO (PP7); AMWAJ of the Environment (PP8).
Geographic coverage	Tunisia, Italy, Greece, Spain, Lebanon

More information is available at: <https://www.enicbcmmed.eu/projects/co-evolve4bg>



## PART A: INFORMATION FOR THE TENDERER

### 1- INFORMATION ON SUBMISSION OF TENDERS

Subject of the contract:

The subject of this tender is:

- Provision of **services**, as indicated in the technical information in point 2 of this section

Deadline for submission of the tenders:

The deadline for submission of tenders is <21 February 2022 until 20h>.

Any tender received after this deadline will be automatically rejected.

Address and means of submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in Part B of the tender dossier**. The tender will be submitted to AL-Midan (Email: [almidanong@gmail.com](mailto:almidanong@gmail.com))

Any tenders not using the prescribed form shall be rejected by the contracting authority.

The message will clearly indicate:

Title of the tender

Reference number

Name and address of the tenderer

The tender submission form and any supporting documentation will be provided as attachment to the e-mail or through a permanent cloud service such as DropBox or Google Drive, including the link in the e-mail.

Files (Part B submission form: technical offer “annex1” and financial offer “annex2”; declaration on honor “annex3”) shall be included in protected folders or at least in compressed folder(s) or through protected IT hyperlinks to file hosting service. Where passwords, encryptions or any other IT means used to protect the confidentiality of the submitted offers, description shall be sent by the tenderer.



## **2- TECHNICAL INFORMATION (Terms of Reference)**

The tenderers are required to provide services as indicated below. In the technical offer, the tenderers will indicate more details on the deliveries, referring to the below terms of reference:

### **Tasks/Responsibilities:**

The main responsibilities of the Financial Officer will be the following:

- To provide support for the financial plan and strategy
- To run the accounting processes and systems effectively
- To support financial reporting to the LB finance manager
- To be responsible for the compliance with external donor financial and administrative requirements
- To check receipts, collect vouchers, prepare checks and transfers
- To prepare monthly financial budget updates to be shared with budget holders
- To prepare periodic financial reports (every 6 months) and final financial report as per the ENI CBC MED rules
- To work closely with the auditors (both local and external) assigned by the partner and LB, and to provide them with all the supporting documents to verify the proper fund expenditure.
- Checks and verifies that all payments are done in accordance with Co-evolve4BG Financial & procurement rules and regulations.
- Optional willingness to travel (both national and international travels)
- To meet all the deadlines set
- To be the finance focal point for Al Midan contribution with the Lead Beneficiary concerning the financial issues
- To prepare the project staff's timesheets in collaboration with the project's communication officer
- To report to the project manager

### **Expected deliverables:**

- Financial Report
- Deliverables from the required financial System
- Budget's Supervision
- Presentation of the financial and accounting results
- Deliverables from the Double entry accounting system

### **Qualifications and Skills**

- Bachelor or Master degree in finance, management or related field
- Proven experience in finance/accounting/economics
- Previous experience of finance skills of international project funded by public funds, especially EU funds.
- Advanced knowledge in Microsoft Excel and Accounting program(s)
- Time management skills

- Financial reports writing
- Fluent in Arabic & English, both spoken and written

### **Mode of Assessment**

The tenderers can prove their competences in the above-mentioned fields by presenting their Curriculum Vitae, examples of previous similar assignments, in addition to any other relevant document that the candidate considers adequate.

Tenderers will be assessed according to the following chart:

Evaluation criteria	Weighting	Max score
<b>Expert's profile</b>		<b>100</b>
Academic Education		<b>25</b>
- Specialized Business Certificate	5	25
- Bachelor Degree in relevant topic (Finance, Accounting, BA, Banking, economics).	5	
- Master degree	10	
- Post-graduate degree	5	
<b>Professional Experience</b>		<b>30</b>
- Less than 5 years (<5)	5	30
- Between 5 and 10 years (1 ≤ and <5)	10	
- More than 10 years (≥ 10)	15	
Experience in other or similar projects		<b>30</b>
- No experience	0	30
- Less than 5 years	5	
- 5 years of Experience	10	
- 10 years of experience	15	
<b>Interview requirements:</b>		<b>15</b>
- Fluent in Arabic and English	5	15
- Good in team work and applications needed in relevant tasks	5	
- Work under stress and meet deadlines	5	



Note: The maximum score will be 100 points. In case two or more offers obtain the same score, it will be selected the one presenting a lower economical offer.

**Duration of the Subcontracted Services:** The intended start date is 01/03/2022.

The period of implementation of the contract will finish by the end of August 2022, or beyond if the project got extended.

### **Budget and invoicing**

The total budget for the subcontracting services is equivalent to 10000 € (VAT not included) divided into two parts according partners' contribution.

The provider will issue the corresponding invoice at the end of the services

### **SCOPE OF THE OFFER**

To apply, please send the following documents:

- Tender Submission form (Technical offer: Annex1 and Financial offer: Annex2)
- CV
- Supporting documents (Diploma, proof of professional experience, etc.)

All documents should be submitted to “[almidanong@gmail.com](mailto:almidanong@gmail.com)” before 21/02/2022 until 20h