



**“MYSEA - Mediterranean Youth, NEETs and women advancing Skills,
Employment and Awareness in the blue and green economy”**

Ref. No.: B_A.3.1_0115

Tender for External Services

Description: Job Orientation Services

Tender No.: 9

Contracting Organisation:

Lebanese Development Network – LDN



The “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), implemented and funded within the ENI CBC Mediterranean Sea Basin Programme, is launching a call for an External Expert (Sub-contacted Services) under the following Terms of References (ToR):

Lebanese Development Network (LDN)

Name of the Organisation	Lebanese Development Network - LDN
Postal Address	
City - Region	Jal el Dib
Postal Code	
Country	Lebanon
Telephone	04-716 433
E-mail	info@ldn-lb.org
Contact Person	Amin Nehme
Official Website (URL)	www.ldn-lb.org

The Lebanese Development Network (LDN) is a national non-profit organization “dedicated to assist individuals, communities and institutions build their capacities by conveying knowledge and improving practical performance to enable them manage the changing social requirements, catch opportunities and meet the development challenges.”

Programme and Project Information

Programme Brief Description

The 2014-2020 ENI CBC “Mediterranean Sea Basin Programme is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighborhood Instrument (ENI). The ENI CBC Med Programme brings together the coastal territories of 14 countries in view of fostering fair, equitable development on both sides of the Mediterranean. Through calls for proposals, ENI CBC Med finances cooperation projects for a more competitive, innovative, inclusive and sustainable Mediterranean area.

Further information are available in the ENI CBC Med Programme official website:
<https://www.enicbcmmed.eu>

Project Brief Description

Given demographic changes, skill mismatches, rigid regulations, gender gaps and persistence of certain socio-cultural norms, the Euro-Mediterranean region faces high unemployment rates of youth, mainly NEETs, and women are underrepresented in the labour market. The growing proliferation of sustainable and eco-responsible innovations in the agri-food and waste management sectors requires new occupational profiles. To achieve this goal, the MYSEA project aims, from one side, to identify existing and emerging skills and professional needs through oriented training, coaching and mentoring, and from the other side, to involve Technical and Vocational Education and Training (TVET) institutions and enterprises encouraging sector-skills alliances through apprenticeship, traineeship and on-the-job training. The project will result in opportunities for young women and NEETs to apply the soft and hard skills learned during the training period and offer a platform to exchange experiences and implement national employment schemes in favour of youth employment.

Further information are available in the MYSEA project official website:
<https://www.enicbcmmed.eu/projects/mysea>

Procurement, Funding and Contract Information

Funding of the Contract

The contract is funded within framework of the “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), which is implemented under the the ENI CBC Mediterranean Sea Basin Programme.

Duration of the Contract

The maximum available duration of the contract is from the day of signature until the end date of the project.

Value of the Contract

The maximum available value of the contract is <45.600> EURO.

Contract Payments

The payments of services and deliverables can take place after their partial or total completion and when the related invoice is issued. An advance payment of up to 50% of the total payment is possible, upon the Contracting Authority’s decision and/or the availability of the related funds.

Description of the Tender

Subject of the Tender

The subject of this tender, depending on the nature of the contract, is the provision of services related to the implementation of on-the-job training and mentoring activities for youth, women, and NEETs, related to the training activities of the MYSEA project.

Eligibility of Tenderers

The tender is open to legal entities (Private Companies, NGOs, TVET Organisations, Consulting Companies, etc) and natural persons (External Consultants, Freelance Professionals, etc.), that are able to deliver the expected services under a “Service’s Contract”.

Output and Activity Description

Project Outputs Description

The partners shall use the database already created in a previous work package (WP3) to contact young people, women and NEETs, TVET institutions and economic actors and conduct a 2-level assessment and analysis to further identify the market demand needs. Each partner shall produce 1 report per country that underlines the process and the results of the 1st and 2nd assessment.

Project Activity Description

For the first level assessment, MYSEA shall target youth, women and NEETs to individualize needs; assess career path; assess and recognize their informal and formal soft and transversal skills; identify gaps and needs; and co-define relevant and coherent professional profiles. A participatory approach tailored to orientation and competence balance shall be offered to engage youth in a self-evaluation and empowerment process.

For the second level assessment, youth, women and NEETs shall be divided into groups matching their professional profile (portfolio) needs and expectations to start the training workshops. Adopting an approach of listening and narrative orientation, target groups are encouraged to promote self-esteem and effectiveness, and foster trust and collaboration. At the end of this activity, an individualized customized plan for work-based workshops shall be developed.

External Experts’ Tasks and Requirements

Job Orientation Expert’s Tasks

- Preparation of counseling content
- Contribution in the preparation of assessment material and tools
- Implementation of counseling activities and assessments

The expert is expected to organize and implement the 2 level-assessment of the needs and professional profiles of the beneficiaries. The assessments aim to assess and recognize the skills, needs, and goals of the youth, women, and NEETs that will take part in the following training workshops. Additionally, the expert shall prepare individualized plans for the beneficiaries.

- Preparation of reports

The expert is expected to prepare all relevant reports and provide all supporting documents of verification of implementation as required by the Project and Programme guidelines. 1 final report underlining the process and results of the 1st and 2nd assessment per partner country.

Job Orientation Expert's Profile

Mandatory Requirements

- Expertise in HR Counseling, Career Orientation and Development, or other related sector.
Professional experience and/or related academic background (MSc/PhD) for natural persons
- Professional experience in coordinating counselling
- Experience in HR/Career Development activities

Desirable Requirements

- Experience in business counselling for specific target groups (NEETs, Women, Unemployed)
- Experience in implementation of related activities for ENI CBC Med Projects
- Experience in implementation of related activities for EU Funded Projects

Additional Information

- 200 beneficiaries per country will participate, taking part in training workshops as well as on-the-job training/traineeship. The training methodology and curricula content will be given to the external expert, so that they can have a better understanding of the Project.
- The assessment activities will be implemented in the national language of each country.
- By the end of the training and mentoring activities, MYSEA foresees the launching of associations in the agrifood and waste management sectors.

External Expert Deliverables and Timeframe

- Preparation of Counseling Content, Assessment Material, and Tools
Timeframe: 22 September 2022 the latest
- Implementation of the 1st and 2nd Level Assessments
Timeframe: October 14, 2022
- Preparation of Assessment Analysis Report
Timeframe: October 21, 2022, the latest

Note: Any other internal deadlines and milestones will be agreed among the Contracting Authority and the External Expert.

Submission of Tenders and Supporting Documents

Deadline for Submission of the Tenders

The deadline for submission of tenders is <09, September 2022 until 12:00 AM>. Any tender received after this deadline will be automatically rejected.

Address and Means of Submission of the Tenders

The tender will be submitted in 1 (one) original. In case of e-mail submission, the tenderer may provide an electronic version. Any tenders not using the prescribed form shall be rejected by the contracting authority.

1) If delivery by post or courier, the tenders will be submitted in an envelope including and will contain the following information at the external part:

Name and address of the contracting authority

Contact person

Title of the tender

Reference number

Name and address of the tenderer

2) If delivery by e-mail, 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.

Supporting Documents

The tenderers will submit their tenders using the **standard submission form available in Annex II of this tender**.

The Contracting Authority may request any additional supporting documents, that are necessary for the evaluation of the Tender and/or are required by the National Legislative Framework.

Provisions and Other Remarks

The selection procedure will be in line with the ENI CBC MED requirements and National Laws. In addition, the following will be taken under consideration:

Equal Treatment & Non-discrimination

The Contracting Authority ensures that all participants in a procurement procedure need to have equal rights and obligations. As a result, there are no discriminatory practice or technical specifications liable to hamper wide participation on equal terms by all natural or legal persons.

Transparency & Fair Competition

The procurement procedures are based on specified eligibility (for formal submission), exclusion, selection and award criteria. The Contracting Authority also ensures that there is adequate publication, in reasonable time, of the prior information notices, contract notices and award notices, as well as sufficient information in the invitations to tenders on the award and contract criteria and requirements. In addition, any actions that are against fair competition are prevented.

Conflict of Interest



The Contracting Authority takes all measures to prevent any situation where any kind of conflict of interest may arise. These restrictions also apply to any sub-contractors and employees of the tenderer or contractor.

Data Protection

The purpose of processing of the data submitted by the candidate tenderers is to manage the application of the candidate in view of a possible selection and award of contract by the Contracting Authority.

The Contracting Authority does not make public the names of successful candidates on reserve lists. Any supporting documents requested at any stage of the tender evaluation process are kept in confidence. The personal and sensitive information requested are processed in line with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Annex I – Format of Offer to Be Provided by the Tenderer

OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Offer submitted by:

Name of legal entity or entities submitting the tender	
Address	
Legal registration number	

Contact person:

Name	
Telephone	
e-mail address	

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services/supplies/works is provided in the technical offer.

In addition, I confirm that our entity is fully eligible for providing services under a contract financed by the EU and it is not in any of the situations that would mean an exclusion from a tender.

Finally, I declare to have no conflict of interest with any other concerned party in the tender procedure at the moment of submitting this tender.

3. TECHNICAL OFFER

Please provide details on the offered services by using the standard tables below (choose one of the tables, except for hybrid contracts) and by adding any other relevant information and/or documentation.

No.	Title of item	Description of services offered	Proposed timeframe	Proposed inputs
1				
n				

4. FINANCIAL OFFER

The total price for the offered services is <XX.XXX,XX><EUR or <national currency>. This price does not include VAT.

The total price for the offered services including VAT (XX%) is <XX.XXX,XX><EUR or <national currency>.

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 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.

Name	
Signature	
Date	



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