



INVITATION TO TENDER

Procurement Reference Number 6-20.02.2023- CCIAS ES

Lobbying Agency/Agent

The Chamber of Commerce, Industry and Agriculture of Saida and South Lebanon, Lebanese partner of the ReSt@rts Project is looking for a Lobbying Agency/Agent to disseminate the results and output of the Policy Knowledge Package that will be produced by the Public Policy Expert.

The Lobbying Agency/Agent is responsible for establishing a continuous liaison with public administration officials and to provide feedback and impressions.

Interested tenderers can send their tenders as per tender specification and TOR to restarts@ccias.org.lb and cc to chamber@ccias.org.lb

Instruction for submitting tenders and TOR are below.

Deadline for submission of tender: 15 March 2023, 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 be submitted no later than 15 March 2023 at 16:00 EET.

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
- **envelope two** for the financial information.

An envelope 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 attachments 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 the 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 the best value for money, weighing 80% technical quality and 20% price.





Template model:

1. TENDERER'S INFORMATION

Offer submitted by:

Name of legal entity or individual submitting the tender	
Address	
Legal registration number (if applicable)	

Contact person:

Name	
Telephone	
e-mail address	

2. TECHNICAL OFFER

Please provide details on the offered services by using the table below.

No.	Title of item	Description	Proposed timeframe	Required Inputs

3. FINANCIAL OFFER





The total price for the offered services/works 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, including the number of expert days and the daily fees, as well as the breakdown of the incidental costs.





Term of Reference

Post Title: Lobbying Agency/Agent

Project Name: Reinforcing Med Microfinance Network System for Start-ups (ReSt@rts)

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

Duration and Assignment: Around 5 months, starting from March 2023 till July 2023 with the possibility of extension.

Background

As a partner in the ReSt@rts project, the Chamber of Commerce, Industry and Agriculture in Sidon and South Lebanon (CCIAS) is implementing the project activities in Lebanon. ReSt@rts - Med Microfinance Network System for Start-ups – the project is funded with € 1,106,559.76 by the European Union's ENI CBC Med Programme and implemented between 20/09/2021 and 19/09/2023 in Italy, Greece, Cyprus, Tunisia, Palestine and Lebanon by a partnership of 8 organizations.

ReSt@rts addresses young people with the aim to increase employment opportunities and improve the living conditions of the vulnerable population. The objective of the intervention is to create continuity for the previous project MEDSt@rts with an approach to foster ethical and solidarity finance and public-private collaboration, it is intended to bring support to entrepreneurs generally not bankable through the instruments of microfinance, with the structuring of a Marketplace platform and technical assistance service.

Scope of work:

The Lobbying Agency/ Agent will be in charge of disseminating the results and output of the Policy Knowledge Package that will be produced by the Public Policy Expert. The Policy Knowledge Package will be composed of the





manifesto with technical and policy guidelines to be delivered to National and Regional public authorities involved in the implementation of innovative programs for supporting the creation of new businesses, and that are managing programs devoted to access to finance.

The objective of this document is to introduce the results of ReSt@rts to the regional and European policies through the construction of new synergies with funding programs and other projects so that the results of ReSt@rts can be translated into the development of new territorial cooperation and European programming policies, being shared, evaluated and reused.

Output

- Monitor proceedings and provide analysis of activities in the National and Regional Public administration, Government departments, European institutions, and other bodies in order to keep clients informed of any developments related to their field of activity.
- Submission to government consultations and selected public administration bodies the Policy Knowledge Package consisted of the technical and policy guidelines. It should analyze substantial criteria and success factors for the implementation of the identified tools and help in their development and elaboration towards implementing innovation and transferring ReSt@rts. The Policy knowledge Package will be shared on the Market Place Platform and introduced in relevant discussions at Mediterranean level.
- Research, forecast and evaluate the effects of public policy on an organization using public sources, political intelligence, and personal contacts.
- Write newsletters, briefings, campaign material and press releases for public authorities with technical and policy guidelines.
- Establish and maintain two-way communication with relevant official bodies and stakeholders.





- Maintain regular contact, in person and in writing, with politicians, civil servants and staff in local authorities, and regulatory bodies to brief them on clients' work and concerns.
- Maintain relationships with existing stakeholders and develop new business.
- Provide media management and other publicity activities.
- Review the effectiveness of previous activities, and how the client is viewed by political and other stakeholders.

Deliverables

- Video Recording of the meetings, other related activities
- Photos, Attendance sheet
- Newsletters/ Press releases (in at least two languages)
- Submitting a final report of all activities

Qualification, Knowledge and Experience

- At least a Bachelor degree in Economics, Finance, Business/Public Administration, Law, Political science, Journalism or any other relevant field
- Necessary human resources to perform the mission in line with best professional practice is a plus
- Proficient knowledge of legislative processes
- Outstanding communication skills, both verbal and written
- Outstanding people skills
- Ability to Network with key stakeholders and have a confirmation from at least 6 actors for an intention to cooperate
- Ability to Network with public administration





- Available to attend events and meetings
- Experience in Desk & Market Research
- Professional experience in carrying out assignments similar to those specified in the TOR is a plus

