



INVITATION TO TENDER

Procurement Reference Number 3-. 12.09.2022- CCIAS ES

Public Policy Expert

The Chamber of Commerce, Industry and Agriculture of Saida and South Lebanon, the Lebanese partner of the ReSt@rts Project is looking for a Public Policy Expert to prepare the Policy knowledge package for offering technical and financial support for start-ups.

The Public Policy Expert is responsible for the creation of the Policy Knowledge Package with the aim of introducing local, regional and European policies through the construction of new synergies with funding programs and the development of new territorial cooperation and European programming policies, to be shared and used by ReSt@rts partners and other Mediterranean countries.

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: 13 October 2022, 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 13 October 2022 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 9100 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: Public Policy Expert

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 10 months, starting from November 2022 till September 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:

Policy Expert is responsible for developing Policy Knowledge Package in consultation with internal and external stakeholders.

The Package will be composed of the manifesto with technical and policy guidelines to be advocated and shared with 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.

Output

- Analysis of the substantial criteria and success factors for the implementation of the Policy Knowledge Package and help in their development
- Elaboration towards implementing innovation and transferring ReSt@rts into the Marketplace, for replicating and mainstreaming the model.
- Consult internal and external stakeholders to ensure inclusion of relevant factors.
- Identify benefits, disadvantages, and omissions in existing policy frameworks.
- Ensure that policies and policy amendments meet legal requirements.
- Report on findings and proposing new policies or amendments to existing policies.
- Draft new policies or amendments to policies and submitting proposals for review.
- Edit and finalizing new policies or amendments as required.
- Document processes and disseminating information to stakeholders.

Deliverables

- Video Recording of the meetings, other related activities
- Photos, Attendance sheet
- Draft of amended and proposed policies
- Submitting a final report of all activities





Qualification, Knowledge and Experience

- At least a Bachelor degree in Economics, Finance, Business Administration, Law, Political science or any other relevant field.
- Exceptional ability to determine policy oversights and omissions.
- Advanced ability to recommend new policies or amendments and prepare draft versions.
- In-depth knowledge of legal considerations relevant to policies.
- Advanced knowledge of conventions and standards in policy writing.
- Ability to collaborate with internal and external stakeholders.
- Experience in preparing reports and presenting findings.
- Excellent recordkeeping and communication skills.

