



INVITATION TO TENDER

Procurement Reference Number 8-23.05.2023- CCIAS ES

Technical Assistance Provider for Microfinance Organizations

The Chamber of Commerce, Industry and Agriculture of Saida and South Lebanon, Lebanese partner of the ReSt@rts Project is looking for Technical Assistance Provider for Microfinance Organizations.

The service provider is responsible for offering webinars training and consultancy for Microfinance organizations to invest in quality management information systems, improvement of technological services/processes and evaluation system.

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

Instruction for submitting tenders and TOR are below.

Deadline for submission of tender: 12 June 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 12 June 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 9000 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: Technical Assistance Provider for Microfinance Organizations
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: period of around four months

Expected starting date: June 2023

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 Technical Assistance for Microfinance Providers will offer support and training for microfinance staff with the aim to improve the microfinance organization's internal processes by investing in the management of information





system, enhancing access to finance for potential entrepreneurs, and developing a sustainable cross – border microfinance ecosystem.

Output

- **Outreach microfinance providers inspiring them to participate in activities on the Marketplace Platform.**
 - Promoting project objectives and explain the opportunity
 - Inviting target microfinance providers to join the platform
- **Support microfinance providers in joining the Marketplace Platform, also with devoted training and guidance.**
 - Making sure that each microfinance provider signs the letter for accessing to the Microfinance Committee
 - Providing one to one assistance to each microfinance provider to join the Marketplace Platform
 - Verifying that each microfinance provider has its own account well completed.
- **Provide support to microfinance providers in communicating their own programmes of business support**
 - Assisting microfinance providers on promoting their activities in the News page of the Marketplace Platform
- **Provide guidance to microfinance providers in developing cross border business support programmes**
 - Organizing at least 3 event of at least 1,5 hours to discuss between microfinance providers peers about best practices and case studies to be replicated as business support programmes





Deliverables

- Video Recording of the meetings, other related activities photos.
- Mailing list of all the target microfinance providers.
- Invitation for target microfinance providers to join the platform.
- Attendance sheet.
- Training material (case study etc.)
- Programme and minutes for meeting and training
- Submit activity reports as requested

Qualification, Knowledge and Experience

- Necessary human resources to perform the contract in line with best professional practice (in case of Legal entity);
- At least a bachelor's degree in Economics, Finance, Business Administration, or any other relevant field.
- MSc or certified seminars on microfinance, microloans and microgrants are an added value.
- At least 2 years experience in banking services, lending operations, microloans, business financials
- Outstanding communication skills, both verbal and written
- Ability to influence others
- Ability to network with key stakeholders
- Experience in desk and market research is a plus

