



“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: Training Workshops Implementation

Tender No.: 14

Contracting Organization:

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):

Details of the Contracting Authority

Name of the Organisation	Lebanese Development Network -LDN
Postal Address	
City - Region	Jal Al 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

Brief Description of the Contracting Authority

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 <23.640,00> EUR.

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 training workshops, 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

MYSEA foresees 3 creative workshops to boost creative skills of 20 youth, women and NEETs in digital storytelling, photography, video making per country.

PPs shall work closely with experts to design the program of these workshops in relation to agrifood and waste management. These workshops offer a space for positive identity free of criticism, judgment and prejudice. The final products are presented in the national forums and final conference.

Project Activity Description

Activity title: Digital Storytelling Workshop:

PP3 shall work closely with the storytelling expert to organize 7 days digital storytelling workshop. The digital storytelling videos shall reflect the cross-border cooperation and exchange of knowledge among participants. The workshop builds confidence and self-esteem in the youth, women and NEETs.

Activity title: Photography Workshop:

PP3 shall work closely with a national photographer to organize 7 days photography workshop. Participants will learn how to use a camera, and the techniques to use to produce original photography. The workshop offers a platform for young people, women and NEETs to document their perspectives, enhance mutual respect and advance personal growth.

Activity title: Video-making Workshop:

PPs shall work closely with a cinematography trainer to organize 7 days video-making workshop. Participants shall learn the technical and creative aspects of video making and acquire skills in emerging media technologies. The workshop builds confidence and self-esteem in the youth, women and NEETs.

External Experts’ Tasks and Requirements

External Experts Tasks

- Recruitment of Beneficiaries

20 beneficiaries, with the following profile: youth (18-24 years old), women (all ages), NEETs (up to 30 years old). Beneficiaries will have an interest to be trained on skills relating to Storytelling, Photography and Video-making. The Contracting Authority may also recruit some beneficiaries.

- Preparation and Implementation of Trainings.
The External Expert shall prepare, plan, and implement the trainings workshops. The workshops will be implemented face-to-face. The External Expert will also issue the certificates of attendance.
- The Video-making Workshop must result in the production of a 3-minute video sequence by each participant
- The Photography Workshop must result in the production of photo catalog of 25 photos by each participant
- The Digital Storytelling Workshop must result in the production of a 3-minute storytelling video sequence by each participant
- The external expert shall ensure the evaluation of the trainings and the trainees.

External Experts Profile

Mandatory Requirements

- Experience in implementing training workshops in fields of storytelling, video and photography;
- Successful completion of similar training activities;
- Availability of facilities, equipment and staff (administrative, trainers, experts).

Desirable Requirements

- Experience in implementing workshops for specific target groups (Young, Women and NEET);
- Experience in implementation of related activities for ENI CBC Med Projects;
- Experience in implementation of related activities for EU Funded Projects.

Additional Information

- Workshop logistic (space and materials) will be provided to the External Expert by the contracted authority;
- The list of candidates will be provided to the External Expert shortly after the day of the contract signature;
- The workshops will be implemented in the national language of each country.

External Expert Deliverables and Timeframe

- Recruitment of Beneficiaries
Timeframe: August 2023
- Implementation of Training Workshops
Type of Deliverable: Training Workshops (face-to-face). Includes delivery of training sessions and completion of evaluations.
Timeframe: August / September 2023

- Overview of products (story telling video, video, catalog of photos)
Timeframe: September 2023
- Preparation of reports and provision of Sources of Verification
Type of Deliverable: Records of the implementation and provision of all supporting documents.
Preparation of a report in Word Format, summarizing the implementation of the training activities.
Timeframe: By the end of the Contract Period or as requested by the Contracting Authority.

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 <03, August, 2023 until 00:00>. 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 – Sources of Verification

- Timetable/Schedule of training hours
- Agenda training workshop
- List of participants
- Attendance sheets
- Training materials (PPTs, videos and other tools used)
- Pre-training assessment
- Post-training assessment
- Trainer report
- Certifications of attendance
- Photos, live videos on social media and social media posts.

Annex II – 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

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

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.

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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