

TERMS OF REFERENCE

Ref: BAD 65-2025

Consultant for Mouvement Social- NGO
“Developing Humanitarian Procurement Procedures Policy”

1. Background

Mouvement Social (MS) is a non-sectarian, non-partisan, and non-charitable association committed to working alongside Lebanon’s most marginalized communities. Established in 1957, officially registered in 1961, and recognized as a public interest association in 1962, MS has been a driving force for social justice for over six decades. It operates through 13 community centers in underserved areas.

Mouvement Social currently has over 500 employees. Its structure includes departments for finance, human resources, procurement, MEAL, Media and Communication, programs, and safety and security.

MS is continuously working to improve its internal policies and procedures to adapt to Lebanon’s unstable and crisis-prone environment. Given the recurring political unrest, economic collapse, natural disasters, and internal or external conflicts, MS recognizes the urgent need to establish a clear procurement procedure specifically for emergencies.

This policy aims to ensure that during emergency situations, procurement processes remain timely, transparent, and accountable while complying with legal and ethical standards.

2. Purpose and Objectives of the Consultancy

The consultancy aims to equip Mouvement Social (MS) with a comprehensive Procurement during Emergencies Policy along with all related procedures, forms, templates, and tools necessary for effective implementation.

3. Scope of Work

Using a participatory approach, the consultant will lead the design and development of the procurement during emergencies policy, conduct internal consultation sessions to

gather information, and then submit the policy drafts for validation. After validation, the consultant will submit the final version of the procurement during emergencies policy and conduct a PowerPoint presentation or short guide for staff induction.

Key Responsibilities:

a) Internal Consultation Sessions and Information Gathering

- Meet with relevant MS staff to gather information and feedback
- Review existing internal documents and relevant policies
- Benchmark practices from similar NGOs operating in Lebanon

b) Policy Development and Tools

- Draft a Procurement During Emergencies Policy with procurement methods, thresholds, roles, and workflows based on MS's Code of Conduct, Code of Ethics, legal framework, and organizational structure
- Design templates, reporting forms, and procedures if necessary
- Ensure that the policy include practical, step-by-step application guidance
- Ensure that the procurement during emergencies policy comply with local laws, donor regulations, and humanitarian standards
- Review and integrate existing MS policy materials where applicable

c) Submission and Validation

- The consultant will submit draft version of the procurement during emergencies Policy for internal validation
- Following the validation process, the consultant will incorporate feedback and submit the final version of the policy
- The consultant will also deliver all related tools, forms, and supporting documents developed as part of the policy package
- A PowerPoint presentation or a short guide will be delivered to support staff induction and ensure understanding of the policy

4. Timeline and Deliverables

The development of the Procurement during Emergencies Policy will take place between July 1st 2025 till August 1st 2025, with final submission by August 4th 2025.

Phase	Tasks	Timeframe
Internal consultations for Procurement during Emergencies policy and Information gathering	<ul style="list-style-type: none"> – Conduct meetings with relevant MS staff – Review internal documents and policies – Ensure compliance with local laws, donor regulations and humanitarian standards 	Week 1
Policy drafting phase for Procurement During Emergencies	<ul style="list-style-type: none"> – Draft Procurement During Emergencies Policy – Review and integrate existing MS policy materials where applicable 	Week 2&3
Submission of Procurement During Emergencies policy	<ul style="list-style-type: none"> – Submit the draft version of the Procurement During Emergencies policy for internal validation – Conduct a meeting with relevant staff for the purpose of the draft validation – After Validation and making the necessary changes, A PowerPoint presentation or a short guide will be delivered to support staff induction and ensure understanding of the policy 	Week 4

Deliverables

- Final Procurement during Emergencies Policy
- All related tools, templates, forms, and procedures related to the policy
- PowerPoint presentations or short guides for staff induction
- Summary of internal consultation outcomes and benchmarking notes

5. Language Requirement

The Procurement during Emergencies policy, including all related tools, forms, and induction materials, must be delivered in both English and Arabic languages.

The consultant is responsible for ensuring accurate and clear translations suitable for use by all staff.

6. Required Qualifications and Experience

- Advanced university degree (Master's or equivalent) in public administration, law, business, social sciences, international development, or a related field
- Proven experience in developing organizational policies for NGOs, especially in procurement and compliance
- Solid knowledge of Lebanese labour law, procurement regulations, and donor compliance standards
- Experience working with participatory methods and conducting internal consultations
- Familiarity with NGO operational structures, especially in Lebanon
- Strong writing skills in English and Arabic
- Strong communication and coordination skills

7. How to apply

Bids should be sent by e-mail to Mr. Pierre Hattouny, procurement officer: p.hattouny@mouvementsocial.org mentioning the TOR reference (BAD 65-2025).

8. Payment

- In fresh dollars.
- Payment conditions: Bank check in USD cashed fresh money from Fransabank (Badaro branch only) – Banking commission (6\$/1000\$) payable by the supplier.

The candidate is expected to include in the application:

- ✓ Cover letter
- ✓ Technical Offer (including methodology, approach, design and timeline)
- ✓ Professional profile of the Consultant(s) – Resume (highlighting relevant experience)
- ✓ Financial Offer

9. SELECTION AND DEADLINE

The applications will be assessed as follows:

- Financial offer: 35%
- Technical offer (Including the approach used): 35%
- Profile of the consultant (Including similar experiences): 30%

The deadline to submit the candidate's application is: Tuesday, June 10, 2025.