

# **TERMS OF REFERENCE**

**Lebanon**

**2 June 2026**

**Ref# BAD 58-2026**

**Occupational Therapist**

**Submission Deadline: 14:30 on 15 June 2026**

**HO Address: Badaro main street, Mouvement Social Bldg,**

**3rd floor – Tel: 961.1.390335/381879**

## 1-Introduction to Mouvement Social

Mouvement Social (MS) is a Lebanese NGO founded in 1961, working toward sustainable development and social justice. Through 12 community centers across Lebanon, MS empowers marginalized communities by addressing basic needs and promoting socio-economic development. Its programs focus on education, child protection, youth and women empowerment, and reintegration of vulnerable groups. MS also advocates for policies that uphold human rights and community well-being.

**Our Vision** – A cohesive and harmonious society, built on solidarity among its components, capable of managing its resources responsibly to preserve its dignity and rights, without compromising the rights and dignity of future generations.

**Our Mission** – To empower individuals and groups to become active citizens, aiming to achieve together a society that is more humane, more just, and more equitable in all its dimensions: economic, social, environmental, and political. This is pursued by working to address the manifestations of backwardness, injustice, exploitation and contradictions in society.

## 2. Presentation of the SBC Project

Funded by the European Union and implemented in partnership with UNICEF, the Social and Behavioral Change (SBC) project aims to promote the inclusion of children with disabilities in society. The project employs a well-tailored strategy that targets both the individual and societal levels to ensure the effective integration of children with disabilities. Implemented across nine Mouvement Social (MS) community centers and aligned with all of MS's programs, the SBC project focuses on children aged between 3 and 18 years, both in and out of the educational system. In line with their fundamental right to education, the project supports these children in (re)joining formal or non-formal education settings while also offering opportunities for early childhood development.

In specific cases, when further support is required, Mouvement Social scales up its interventions by providing additional specialized services. These may include individual assessments, rehabilitation, assistive devices, as well as services related to child protection, health, and WASH (Water, Sanitation, and Hygiene).

At the community level, MS employs a Social and Behavioral Change Communication Strategy, using tools such as edutainment, social mobilization, community engagement (e.g. focus group discussions), and capacity building to promote inclusion. Collectively,

these strategies aim to increase awareness and adopt positive practices related to child rights, health, and protection.

### **3. Purpose of the Consultancy**

This document outlines the terms and requirements for recruiting a Occupational Therapist to support the beneficiaries of Mouvement Social. The consultancy aims to address developmental and functional challenges faced by children with disabilities through comprehensive assessments and targeted therapy sessions.

The Occupational Therapist will work in close collaboration with MS's staff to ensure the effective implementation of services. This engagement is governed by an agreement between the therapist and Mouvement Social.

### **4. Tasks and Responsibilities**

The Occupational Therapist is expected to perform the following tasks:

- Conduct comprehensive assessments (bilans) for referred beneficiaries.
- Prepare and submit detailed reports based on each assessment within two weeks.
- Provide regular therapy sessions tailored to each beneficiary's needs.
- Ensure full compliance with session and assessment durations as defined in the agreement/quotation.
- Schedule appointments in close coordination with MS officers to ensure service continuity.
- Maintain and submit all relevant documentation, including:
  - Attendance records
  - Invoices for provided sessions which must be submitted (hard or soft copies) to the center on a specific date as agreed with Mouvement Social's officer.

### **5. Supervision**

The Occupational Therapist will work in continuous coordination with the assigned Mouvement Social officer, ensuring alignment with the project's goals and beneficiary needs.

## 6- Evaluation Criteria and Scoring Methodology

MS is dedicated to conducting a fair, open, and transparent procurement process, ensuring that all suppliers are evaluated consistently. All submitted bids will be assessed based on three key weighted criteria: Essential criteria, Capacity criteria, and Financial criteria.

### 2.1 Essential Criteria

The Essential Criteria are of critical importance and consist of mandatory documents that every supplier must submit. Failure to provide all required documentation will result in immediate disqualification from the tender process.

### 2.2 Capacity Criteria (60%)

Capacity Criteria are used to assess the supplier's ability to meet the operational and logistical requirements of the tender.

### 2.3 Financial criteria (40%)

Financial Criteria are used to assess the cost-effectiveness and overall financial competitiveness of a bid. This includes evaluating pricing structures, payment terms.

## 7-Submission

- Offers must be submitted in two separate sealed envelopes as follows: One envelope clearly marked "Technical Proposal", containing the Essential Criteria and, the Capacity Criteria.  
A second envelope clearly marked "Financial Proposal", containing the full financial offer.  
Both envelopes must then be placed inside one outer sealed envelope, which should clearly bear the tender reference number.
- The outer envelope must clearly display the Invitation to Tender reference number (BAD 58-2026- Call for occupational Therapist), and must not include any other information, such as the bidder's name or company details.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.
- Working Hours: Monday to Friday, from 8:30 AM to 2:30 PM – Except public holidays.
- Offer Submission Location:
  - Suppliers must submit their offers to the Center closest to their location (South, North, or Bekaa).
  - Suppliers located in Beirut must submit their offers to the Head Office (HO) at the

following address: Badaro main street, Mouvement Social Bldg, 3rd floor – Tel:  
961.1.390335 / 381879.

### **8-Point of Contact**

- Any questions or clarifications related to this tender should be addressed via email to: Pierre Hattouny : p.hattouny@mouvementsocial.org
- The email subject line must clearly state: BAD 58-2026 – Call for occupational Therapist

### **9-Contract Duration**

- Aim to establish a contract with a minimum duration of one year.
- A two-year agreement is preferable, as it provides more stability and continuity.

### **10-Payment conditions:**

- Bank check in USD cashed fresh money from the Bank – Banking commission (5\$/1000) payable by the supplier.

### **11-Location**

The provision of therapy services is these regions:

- The North (including tripoli, denneye, koura bcharee, and batroun)
- South (Jezzine),
- Baalbeck el Hermel (Baalbeck and southern Baalbeck).
- Mount Lebanon (including Byblos, maten, keserwan and chouf as well).

Therapists are invited to apply, and each applicant may choose the location they are available and qualified to work in.

## Criteria

### 1-Essential Criteria

Questions	Yes/No
<ul style="list-style-type: none"> <li>• <b>Bidder confirms</b> they are not subject to international sanctions or terrorism laws and acknowledges Mouvement Social's right to independently verify this.</li> </ul>	<p><b>Please reply here by YES or NO</b></p>
<ul style="list-style-type: none"> <li>• Bidder University degree</li> </ul>	<p><b>Bidders to submit copy</b></p>
<ul style="list-style-type: none"> <li>• Lebanese Identification Document</li> </ul>	<p><b>Bidders to submit copy</b></p>
<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> </ul>	<p><b>Bidders to submit copy</b></p>
<ul style="list-style-type: none"> <li>• يرجى إرفاق إذن مزاولة المهنة الصادر عن وزارة الصحة و ايضاً من وزارة الداخلية (علم و خبر) وذلك للمستوصفات</li> </ul>	<p><b>Bidders to submit copy</b></p>
<ul style="list-style-type: none"> <li>• Bidder agrees to 100% payment within 30 days of invoice submission</li> </ul>	<p><b>Please reply here by YES or NO</b></p>

**Signature and stamp**

## 2-Capacity Criteria

Questions	Please reply here by YES or NO
Does the bidder have relevant experience divided to 10% with INGOs – 10% with NGOs (Weightage 20%)	
Is the therapist available 5-6 days per week in the same clinic/location (Weightage 20%)	
Can the therapist deliver client assessment reports within a maximum of 3 weeks from the session date (Weightage 20%)	

**Signature and stamp**

### 3-Financial Criteria

الرجاء تعبئة البيانات المطلوبة في الجدول أدناه		
الرجاء تحديد التالي:		
		العنوان :
ملاحظة سعر التقييم يحدد بغض النظر عن الجلسات		كلفة التقييم والتشخيص مع تقديم تقرير مفصل:
		مدّة الجلسة العلاجية :
		كلفة الجلسة العلاجية :
		مدّة الجلسة العلاجية :

Company name: .....

Contact Person: .....

Phone Number: .....

Offer date: .....

Location applied for: .....

Offer validity date: .....

Signature and stamp: .....

#### Financial and Technical Offer Guidelines

- All pages of the TOR must be signed and stamped.
- Only respond to the geographical areas where you are able to provide service.
- All costs should be input in USD, Delivery charge of the service included.