

## Terms of Reference (ToR)

### Project Assistant - Procurement Consultant

Tatweer Baladna (TB), Project Partner of the **DigitalLife4All** Project (Interreg NEXT MED Programme), is looking for a **Procurement Consultant** who will be **contracted** as part of the “**DigitalLife4All**” project.

#### 1. Background

**Tatweer Baladna** is a Lebanese non-profit organization founded in 2017, committed to empowering youth and adults through quality education, innovation, and soft and tech skills. The organization integrates **STEAM learning, digital literacy, green skills, and climate change resilience** to prepare individuals for a rapidly evolving world. Its programs focus on hands-on, project-based learning that promotes creativity, problem-solving, and environmental responsibility. Tatweer Baladna’s **employability and capacity-building programs** target both youth and adults, fostering **lifelong learning** and continuous upskilling. These programs emphasize job readiness, entrepreneurship, and essential soft skills such as leadership, communication, and emotional intelligence, while also developing competencies in digital tools, financial literacy, and sustainability practices.

Through its holistic approach, Tatweer Baladna equips individuals with the knowledge, mindset, and practical abilities to thrive in the digital and green economy by creating pathways toward meaningful employment and resilient, future-ready communities across Lebanon.

## 2. Project Overview

***DigitalLife4All – An Adult & Lifelong Learning Initiative to Enhance the Digital Skills & Smart Competencies of Seniors, Older Adults, People with Disabilities & Persons in Vulnerable Social Groups in the Mediterranean Sea Basin***

**Programme:** Interreg NEXT MED, co-funded by the European Union

**Project Duration:** 30 months (August 2025 – January 2028)

**Lead Partner:** Regional Development Fund of East Macedonia & Thrace (Greece)

**Project Partners:** Mindspark+ (Greece), University of Cyprus (Cyprus), Tatweer Baladna (Lebanon), North American Private University (Tunisia), Al-Balqa Applied University (Jordan), Ege University (Türkiye)

**Reference Number:** A\_T\_3.1\_0121\_DigitalLife4ALL

**Total Budget :** 2,806,358.006 €

**EU Contribution :** 2,497,658.625 € (89%)

*DigitalLife4All* aims to promote **inclusive digital transformation** across the Mediterranean. It provides **digital and lifelong learning skills** through community-based **Digital Skills Hubs** and **DigiOnTheGo units**. The project empowers participants to confidently access and use digital tools, enhancing employability, social participation, and resilience in the digital era.

### **Key Benefits and Impact:**

- Empowering seniors, women, and people with disabilities to join the digital world.
- Building confidence, skills, and lifelong learning opportunities for all.

- Connecting communities across the Mediterranean through inclusion and innovation.
- Boosting employability and participation in the digital economy.
- Inspiring change toward a more inclusive and connected society.

### **Target Groups:**

- Seniors and older adults learning to use technology.
- People with disabilities seeking digital access and inclusion.
- Women and youth from vulnerable or marginalized backgrounds.
- Local educators, trainers, and organizations driving digital empowerment.

## **2. Objectives of the Assignment**

The overall objective of this consultancy is to ensure that all procurements under the DigitalLife4All project are executed in full compliance with EU procurement directives, national regulations, and Interreg NEXT MED Programme rules, while maintaining transparency, cost-effectiveness, and accountability.

### **Specific objectives include:**

- Ensure all procurements comply with Interreg NEXT MED, EU, and national guidelines.
- Develop and maintain a robust procurement plan covering goods, works, and services.
- Advise appropriate procedures (direct award, request quotation, or open tender).
- Provide technical assistance in drafting, launching, and evaluating tenders.
- Prepare complete, audit-ready documentation for each procurement activity.

### **3. Scope of Services and Main Tasks**

The Procurement Consultant will be responsible for providing expert advice, technical assistance, and operational support throughout the project's implementation, including the following key tasks:

#### ***Procurement Planning***

- Develop, update, and monitor the project's Procurement Plan.
- Identify procurement needs linked to equipment, training materials, digital tools, venues, and logistics.
- Define procurement procedures and ensure alignment with Interreg thresholds and eligibility rules.

#### ***Procurement of services and goods***

- Complete procurement of venues, training materials, travel and accommodation, and logistics for workshops and Transnational Meetings.
- Complete the purchase of tickets, accommodation, and event services for trainers and participants.
- Procurement of vehicle as per the specifications shared.
- Procurement of equipment to create digital hubs

#### ***Documentation and Tendering***

- Draft and review tender documents including Terms of Reference, Technical Specifications, Requests for Quotation, and Evaluation Criteria.
- Ensure documentation consistency and compliance with Interreg templates and visibility requirements.
- Support the publication of calls for offers and respond to clarifications from bidders.

### ***Evaluation and Contracting***

- Review evaluation reports, justification notes, and award recommendations.
- Support the drafting and signing of contracts with selected suppliers or service providers.

### ***Monitoring and Compliance***

- Maintain an audit-ready procurement archive with all supporting documentation.
- Monitor contract implementation to ensure supplier compliance with delivery terms.
- Coordinate with the Financial Officer to ensure accurate reporting when needed.

## **4. Deliverables**

The Consultant is expected to produce the following deliverables:

1. Comprehensive Procurement Plan for the full project period.
2. Tender Packages and Evaluation Reports for all procurement procedures.
  - a. Procurement of ICT equipment, digital and training materials.
  - b. Selection and contracting of venues and service providers for Digital Hubs and DigiOnTheGo units.
  - c. Procurement and logistical support for training workshops and career days.
  - d. Travel, accommodation, and logistics for the Transnational Meeting in Lebanon.
  - e. Purchase of vehicle as required by the project.

3. Procurement Progress Reports (quarterly), including updates on status, risks, and compliance.
4. Audit-Ready Procurement Files for all contracts.
5. Procurement Compliance Report summarizing procurement outcomes and lessons learned.

## 6. Profile and Qualifications

### Profile and Qualifications

#### Education:

- Bachelor's degree in law, Public Administration, Economics, Business Management, or related field.
- Additional Procurement certificates are a plus.

#### Experience:

- At least 5 years of professional experience in procurement.
- Demonstrated experience with International / EU-funded projects is a plus.
- Familiarity with EU Procurement Directives and national procurement regulations is a must.
- Experience in event procurement and logistical coordination for transnational events.

#### Skills:

- Excellent analytical, drafting, and communication skills.
- Strong command of MS Office and digital procurement platforms.
- Proven ability to work independently and meet tight deadlines.

#### Language

- Arabic Fluent in speaking, reading, and writing
- English Fluent in speaking, reading, and writing
- French Optional

### Other requirements:

- MOF certificate is a must.

## 7. Contract Terms

- **Duration:** From **Month 6 to Month 29** of project implementation (1 January 2025 – 30 November 2027).
- **Compliance:** All procurements must follow **Interreg NEXT MED procurement guidelines and Lebanese National Procurement Law.**
- **Contract Type:** This is a consultancy contract, not an employment contract. No employment benefits (such as social security, paid leave, or insurance) are included. The consultant will be responsible for their own taxes, social security, and insurance coverage.
- **Payment Arrangements:** the Consultant will be remunerated on the basis of an agreed daily rate. Payment will be made upon submission of a monthly invoice, supported by a timesheet specifying the number of working days effectively delivered and accepted by Tatweer Baladna.
- **Reporting Line:** The Consultant will report directly to the Project Manager and coordinate closely with the Financial Officer, project coordinator, and relevant staff of project partners.
- **Work Modality:** The assignment will be based in Choueifat. On-site attendance will be required on a weekly / bi-weekly basis, and during key milestones, including the Transnational Meeting, events, and major procurement phases.

## 8. Application Procedure

Interested applicants are invited to submit the following documents to [careers@tatweerbaldna.org](mailto:careers@tatweerbaldna.org) with the subject line: **“Project Assistant - Procurement Consultant – DigitalLife4All Project”**

### Required Documents:

- Detailed Curriculum Vitae (CV) outlining relevant experience.
- Technical Proposal (maximum 3 pages) explains methodology and understanding of tasks.
- Financial Proposal (daily rate in EUR, inclusive of all taxes and costs).
- Two Professional References from similar assignments.
- MOF Certificate

**Deadline:** Apply by *December 22, 2025, at 1:00 PM (Beirut Time)*

Only shortlisted candidates will be contacted for an interview or clarification.

## 9. Evaluation Criteria

Criteria	Maximum Points
<b>Technical Evaluation</b>	
a. Academic Qualifications	10
b. Procurement Certifications	10
c. Professional Experience	20
d. Skills and Competencies	15
e. Methodology and Approach	15
<b>Financial Evaluation</b>	
a. Financial Evaluation	30
<b>Total</b>	<b>100</b>

## **10. Equal Opportunity and Compliance**

Tatweer Baladna is an equal opportunity employer committed to zero discrimination and safeguarding principles. This position is funded by the European Union under the Interreg NEXT MED Programme. The views expressed in this document do not necessarily reflect those of the European Union.