

# Request for Quotes: Legal Training Services - Libya

**Tender Title:** Procurement of Legal Training Services for Civil Society Activists in Libya

**Tender Reference Number:** PT2004-04

**Date Issued:** August 26, 2024

**Submission Deadline:** September 8, 2024

## 1. Background

Binda Consulting International (BCI) is seeking a qualified and experienced lawyer with in-depth knowledge of Libyan laws pertaining to civil society organizations (CSOs). The objective is to prepare and deliver a comprehensive remote training session to civil society activists in Libya. This training session is aimed at enhancing the activists' understanding of the regulations, rights, processes, and obligations associated with operating CSOs within the Libyan legal framework. The timeline for the training is early September, though subject to change.

## 2. Scope of Work

The selected lawyer will be responsible for the following tasks:

### 2.1 Preparation of Training Materials:

- Develop a detailed agenda for the training session to be approved by BCI.
- Create informative PowerPoint presentations covering the relevant legal topics.
- Ensure that all training materials are prepared in Arabic and are tailored to the Libyan legal context.

### 2.2 Delivery of Training:

- Conduct one remote training session, lasting four hours.
- Use interactive methods to engage participants and facilitate their understanding.
- The training will occur in mid- to late-September 2024 at a date agreed to with BCI.

### 2.3. Topics to be Covered:

- Overview of the legal framework governing CSOs in Libya.
- Rights and obligations of CSOs.
- Processes and procedures for CSO registration and compliance.
- Legal protections and limitations for CSOs and their members.
- Case studies and practical examples to illustrate key points.

### 2.4. Reporting:

- Provide BCI with copies of the training materials, including the agenda and presentations.

- Submit a brief report on the training sessions, including participant feedback and recommendations for future training.

### 3. Qualifications and Experience

The successful applicant must meet the following criteria:

#### 3.1. Legal Expertise:

- Licensed lawyer with a thorough understanding of Libyan laws related to civil society organizations.
- Demonstrated experience in legal training and capacity building for CSOs.

#### 3.2. Language Proficiency:

- Fluent in Arabic, with excellent written and oral communication skills.

#### 3.3. Training Experience:

- Proven track record of conducting remote training sessions.
- Ability to develop clear and engaging training materials.

### 4. Proposal Submission Requirements

Interested applicants should submit a proposal including the following:

#### 4.1. Technical Proposal:

- Detailed CV highlighting relevant experience and qualifications.
- Description of the proposed training methodology, with a sample agenda.
- Examples of previous similar work or references from past clients.

#### 4.2. Financial Proposal:

- Provide a daily rate, in USD, for professional fees
- Fees should include three days of preparation, one day for training, and one day of reporting.

#### 4.3. Supporting Documents:

- Copy of legal license or certification.
- Any other relevant documents supporting the application.

### 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Relevant Experience and Qualifications: 40%
2. Quality of Technical Proposal: 30%

3. Cost-effectiveness of Financial Proposal: 20%
4. References and Supporting Documents: 10%

## 6. Submission Instructions

Proposals must be submitted electronically to [info@bindaconsulting.org](mailto:info@bindaconsulting.org) by September 8, 2024. For any queries regarding this tender, please contact [info@bindaconsulting.org](mailto:info@bindaconsulting.org).

## 7. Terms and Conditions

- BCI reserves the right to accept or reject any or all proposals without providing reasons.
- All materials produced during the training will become the property of BCI.
- The successful candidate will be required to sign a contract outlining the terms of the engagement.
- Only short-listed candidates will be contacted.