

Volunteering and Active citizenship Lab – Increased Resilience Programme – Tripoli - Lebanon

The British Council in Lebanon under the Increased Resilience programme (IRT) phase 5 implemented in Tripoli - Lebanon, is looking for a facility / NGO/ local organization to develop and sustain a Volunteering and Active citizenship Lab with its resources, skills, and people that will provide Volunteering and Active Citizens Trainings and opportunities for youth at risk of violent extremism and other vulnerabilities that can be agreed in a later stage. Those services will remain available for youth even after the end of the funding in Tripoli and its surrounding.

The programme is a continuation of four previous phases that were funded by the FCDO. In this phase, the IRT project model is sustaining the individual and social resources that help to reverse the effect of 'push factors' and ensure positive outcomes for young people and their communities through the resilience labs

If you are interested, please find the following link where details of the tender are available in addition to all documents that can be downloaded.

<https://in-tendhost.co.uk/britishcouncil/asp/ProjectManage/2406>

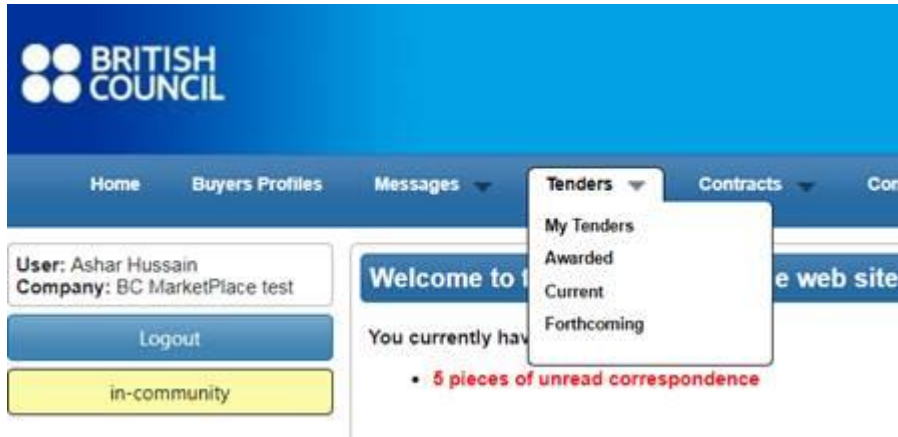
In order to view and apply for the tender please follow below steps;

- 1- Create a log in on Intend Portal - Please note that only yellow fields are mandatory for registration information on the portal.

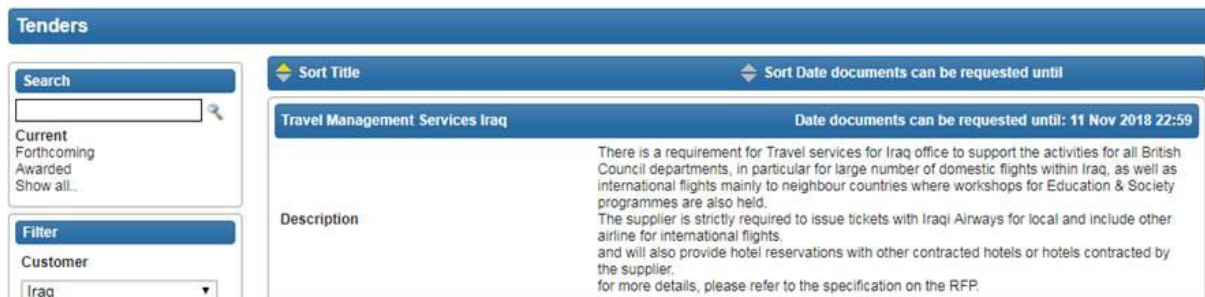


The screenshot shows the login interface for the British Council electronic tendering process. At the top, there is a blue header with the British Council logo and navigation links: Home, Buyers Profiles, Tenders, Contracts, Register, and Help. Below the header, on the left, is a login form with fields for 'e-Mail Address' and 'Password', and a 'Login' button. On the right, there is a red banner with white text stating: 'AS ONE OF OUR SUPPLIERS, WE NEED TO MAKE SURE YOU RECEIVE OUR EMAIL NOTIFICATIONS. REACH YOUR INBOX PLEASE ADD OUR EMAIL DOMAIN @IN-TENDORGANISER.CO.UK TO YOUR SAFE SPAM FILTER SETTINGS. THANK YOU'. Below the banner is a blue bar with the text 'Welcome to the British Council electronic tendering process'.

2- Click on **Current** under **Tenders Tab**;



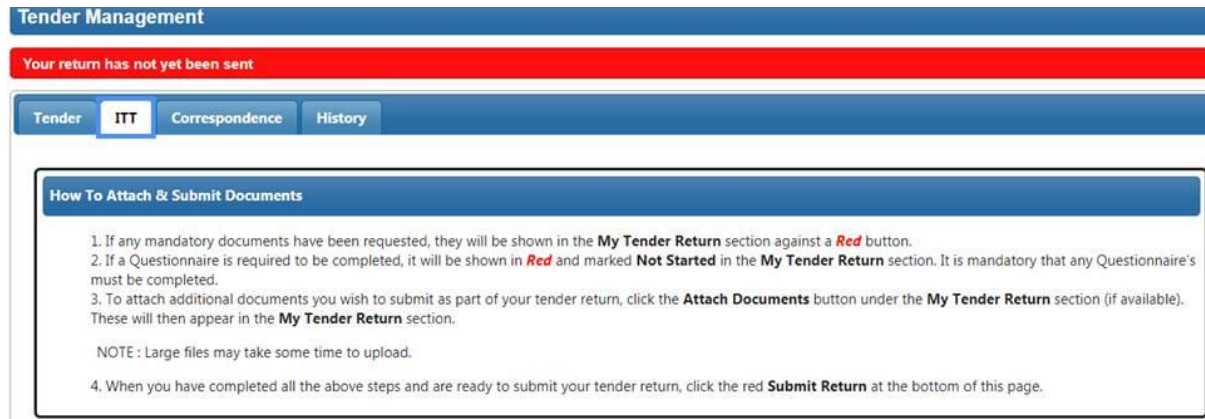
3- Click on the project title



4- Click on **Express Interest** button at bottom

Express Interest

5- You will be able to view all the Project Details and documents under **ITT**



The screenshot shows the 'Tender Management' header in a blue bar. Below it is a red banner that reads 'Your return has not yet been sent'. A navigation bar contains four tabs: 'Tender', 'ITT' (which is highlighted with a blue border), 'Correspondence', and 'History'. Below the tabs is a box titled 'How To Attach & Submit Documents' containing four numbered instructions and a note about large files.

Tender Management

Your return has not yet been sent

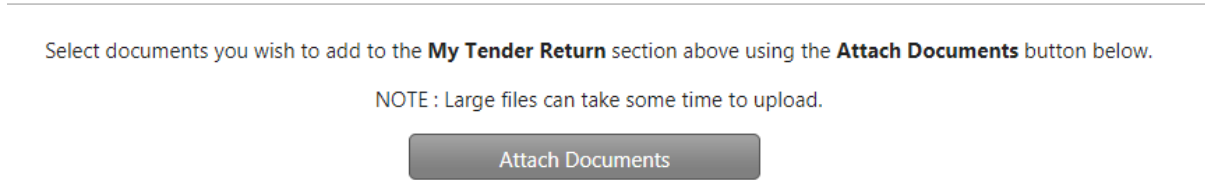
Tender **ITT** Correspondence History

How To Attach & Submit Documents

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.
4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

NOTE : Large files may take some time to upload.

6- In order to submit your proposal, attach your **proposal and Bid Value** click on **Submit Return** button.



This section contains a text prompt to select documents for the 'My Tender Return' section, a note about upload time, and a grey 'Attach Documents' button.

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

Attach Documents

7- In case you want a clarification please send your correspondence to us by clicking on **Correspondence Tab**



The screenshot shows the 'Tender Management' header. The red banner 'Your return has not yet been sent' is present. In the navigation bar, the 'Correspondence' tab is highlighted with a blue border, while 'Tender', 'ITT', and 'History' are greyed out. Below the tabs is a search bar with the word 'Search' and a magnifying glass icon. To the right of the search bar is a yellow box with the text 'Please note : The corr'.

Tender Management

Your return has not yet been sent

Tender ITT **Correspondence** History

Search

Please note : The corr