

## Request for Proposals

### Terms of Reference

### Short- and Long-term accredited courses for Adolescents & Accredited courses for Youth Institution / Organization

#### I. Project in Brief:

The **Skills Training and Empowerment for Palestinian Youth – STEP project** comes as a continuation of Fostering Inclusive Career Choices, Resilience and Agency (FICCRA) project. The STEP project is contributing to building adolescents and youth' skills and education which are relevant to the new market opportunities through a play-based life-skills, career guidance, job readiness, and employability package.

The STEP Project targets vulnerable and school dropout adolescents and youth who will develop essential 21st-century skills such as critical thinking, problem-solving, creativity, and collaboration, while also addressing their specific learning needs and interests. Also, it will stem from a rights-based, integrated, child-centered approaches to reach Palestinian young people, aged 14 to 24 with a package that promotes their learning, upskilling their vocational training and accessing job opportunities.

The project is implemented within six Palestinian camps in three localities: *North Lebanon: Nahr El Bared, South Lebanon: Saida: Miyeh ou Miyeh and Ain El Hiloue, Tyre: Burj El Shemali, Rashidieh, and El Buss,*

#### II. Overall purpose of the Short- and Long-term Accredited Courses:

RTP is seeking an Institution / Organization to deliver short- and long-term accredited courses for Palestinian adolescents (boys and girls) aged 14-17 years and short-term courses for Palestinian youth (boys and girls) ages 18-24 years.

The objective of this activity is to provide adolescents who were either school dropouts or have learning difficulties, with valuable knowledge, skills, and experiences that will empower them to thrive in various aspects of their lives. Also, to provide youth with a chance to expand their horizons, discover their passions, and make informed decisions about their future educational and career paths.

#### III. Accredited courses methodology:

**Short-term accredited courses:** to provide adolescents with focused learning experiences that enable them to explore their passions, acquire specialized skills, and make informed decisions about their future educational and career paths. The courses are as follows:

- **Hospitality & cooking**, to introduce adolescents to the fundamentals of industry, equipping them with culinary techniques, customer service skills, and an understanding of the hospitality sector's operations. The course will enable students to pursue careers in culinary arts or hospitality management.
- **Social worker / Early Childhood educator**, to focus on developing adolescents' understanding of social issues, teaching them essential skills to work with vulnerable populations, such as children and families. The course will equip them with the necessary tools to support individuals in need and make a positive impact in their communities.
- **Business management**, to provide adolescents with an introduction to essential business concepts, such as marketing, finance, and leadership skills, to help students develop an entrepreneurial mindset and prepare them for future careers in various business sectors.

- **Fine/ creative Arts: Photography, Graphic design**, to nurture adolescents' artistic talents, honing their skills in visual storytelling, image composition, and digital design. The course will empower them to pursue creative professions and express their creativity through visual mediums.

**Long-term accredited courses:** to provide adolescents with a solid educational foundation, practical skills, and a sense of purpose to make a positive impact on society by improving healthcare outcomes and promoting sustainable energy solutions. The courses are as follows:

- **Health care**, to equip adolescents with a comprehensive understanding of healthcare systems, medical sciences, and patient care. The course will focus on developing critical thinking, problem-solving, and communication skills necessary for careers in healthcare professions. It will empower students to contribute to the well-being of individuals and communities, fostering a sense of empathy and compassion.
- **Solar Panels & Electricity**, to delve into sustainable energy solutions, renewable technologies, and electrical engineering principles. The course will aim to create a generation of young individuals who understand the importance of clean energy and are equipped with the skills to design, install, and maintain solar panels and electrical systems.

**Accredited courses for Youth:** to equip youth with in-depth training and education to excel in their chosen field, as well as increase their employability and career prospects.

- **Accredited courses (short-term)** that can be offered at various levels and can be tailored to fit the specific needs and interests of the youth to stand out in a competitive job market, increase their earning potential, and contribute to the growth and development of their communities and society. The courses/ certification such as: Management, Marketing, Human resources, data entry, etc.

The Palestinian adolescents & youth are coming from *six Palestinian camps in three localities: North Lebanon: Nahr El Bared, South Lebanon: Saida: Miyeh ou Miyeh and Ain El Hiloue, Tyre: Burj El Shemali, Rashidieh, and El Buss.*

#### IV. Institution / Organization responsibilities will include the following:

- **Needs Assessment:** Conduct a thorough assessment of the adolescent and youth's needs, interests, and learning objectives to determine the appropriate content and structure of the course.
- **Curriculum Development:** Collaborate with educators and subject matter experts to design a comprehensive curriculum based on the short-term and long-term accredited courses that aligns with the course goals and provides valuable learning experiences for adolescents and youth.
- **Instructional Design:** Create engaging and interactive instructional materials, including presentations, handouts, and activities, that cater to the specific learning needs of adolescents and promote active participation.
- **Facilitation:** Deliver engaging and dynamic sessions, incorporating effective teaching strategies and techniques to maximize learning outcomes within the limited timeframe of the short-term and long-term courses.
- **Assessment and Feedback:** Develop appropriate assessment methods, such as quizzes or projects, to evaluate the participants' understanding and progress. Provide constructive feedback to help students improve their skills and knowledge.
- **Accreditation:** Provide certification for participants after completion of the courses.

**Writing Reports:** The institution/ organization is required to prepare and submit a final report, highlighting the participant’s performance, sharing recommendations and lessons learned.

- The report is expected to include: an executive summary, a detailed description of the methodology and the work’s evolution, a table listing challenges and limitations faced, solutions adopted to overcome them etc.

**V. RTP responsibilities will include the following:**

- Provide the institution/ organization with an overview and guidance on STEP Project.
- Provide the institution/ organization with a list of adolescents and youth distributed per locality.
- Orient the institution/ organization on RTP policies and procedures and have the consultant sign the Child Safeguarding Policy and Protection against Sexual Exploitation and Abuse (PSEA) along with agreement.
- Provide feedback to preliminary results.
- Review reports submitted by the institution/ organization.

The institution/ organization will be directly reporting to STEP Project Manager at RTP Lebanon office, who will serve as the focal point person.

**VI. Time frame**

The institution/ organization should provide teaching classes at their premises (centers in North, Saida and Tyre) for the participants *i.e., adolescents aged 14-17 years and youth aged 18- 24 years under the supervision of STEP sub-partners.*

The assessment process will begin as soon as a contract with the institution/ organization is signed and must be completed with the submission of final report, the approximate timelines for regular activities are as per below:

Activity / Task	Deliverable	Time frame
Diagnostic test for the <b>adolescents &amp; youth</b>	<b>Set a diagnostic test:</b> To know each adolescent’s needs, interests, and learning objectives to determine the appropriate course enrollment.	1 week at the beginning of the course
<b>Teaching adolescents (14-17 years)</b>	<b>Short-term courses as per the Lebanese accredited courses:</b> Deliver short-term courses for adolescents for 3 months. <i>The timing and schedule of sessions will be coordinated between the consultant, RTP, and the sub-partners in each locality.</i> <ul style="list-style-type: none"> <li>- Hospitality &amp; cooking,</li> <li>- Social worker / Early Childhood educator,</li> <li>- Business Mgt</li> <li>- Fine/ creative Arts</li> </ul>	<b>3 months</b> (Mid-January 2024)
	<b>Long-term courses as per the Lebanese accredited courses</b> Deliver long-term courses for adolescents for 6 months. <i>The timing and schedule of sessions will be coordinated between the consultant, RTP, and the sub-partners in each locality.</i> <ul style="list-style-type: none"> <li>- Health care</li> <li>- Solar Panels &amp; Electricity</li> </ul>	<b>6 months</b> (Mid-January 2024)

<b>Teaching youth (18-24 years)</b>	<b>Provision of specialized accredited courses or certification</b> <i>Deliver short-term courses or certification for youth for 3 months. The timing and schedule of sessions will be coordinated between the consultant, RTP, and the sub-partners in each locality.</i> - Management, Marketing, Human resources, data entry, etc.	<b>3 months</b> (Mid-January 2024)
<b>Assignments, tests, and quizzes to measure the progress of adolescents.</b>	Give assignments, quizzes, and tests. Give assignments, practical tasks, group work/ presentation.	The institution / organization should suggest the frequency of assignments, quizzes, and tests.
<b>Submission of attendance sheet for listing the participants to make sure that they are attending and following up</b>	Fill out an attendance sheet	Every session

**Additional note:**

- The consultant should provide the needed **books and stationery** for the participants.
- The collaboration will take the form of a consultancy. The detailed process/timeline would be discussed in detail with the selected consultant.
- No more than 25 students in each class.

**VII. Budget and payments**

The prospective consultant should provide a budget which includes the rate per adolescent. Please note that the budget will be covered by RTP, the consultant should include all the required costs for the consultancy. RTP payment will be divided as follows:

- First payment of **40%** of the total contract sum for subsistence upon signing the contract and registration and materials of participants.
- Second payment of **40%** upon delivering half the course material.
- Last payment **20%** within 15 days after completion.

Under no circumstances should the consultant invoice for more than the agreed contract. The consultant should send RTP the outcome assessment. Full payment will be contingent on receipt of all deliverables as detailed above with approval of the Final Report by the assessment committee.

**VIII. Qualifications of the consultant**

A required consultant should have the following competencies and experience:

- Proven **5 years** and more of experience and knowledge in implementing accredited courses and certifications for participants aged 14-24 years – *it is a plus if experience with participants who have challenging educational background as vulnerable and school dropouts.*
  - Demonstrated experience, high background and knowledge in creation and maintenance of safe learning environments.
  - Demonstrated understanding and support of principles of equity, participation, and inclusion.

## IX. How to Apply

Interested applicants are requested to submit the following documents:

- Technical proposal including - Cover Letter, suggested approach, methodology, references.
- Financial proposal (attached as PDF) should be signed and stamped in **USD / TTC**
- Signed Tenderer's Declaration
- Registration and legal permits.

Please send your proposal for the **“Application of Short- and Long-term accredited courses for Adolescents & Accredited courses for Youth”** to the below email address.

[lbprocurement@righttoplay.com](mailto:lbprocurement@righttoplay.com)

Offers must be sent with the following subject (signed and stamped with the name of the Company, Proposal title and reference).

For inquiries kindly send them to the below email addresses before **Friday 29<sup>th</sup> December 2023**. Inquiries after this date will not be considered.

Mariam Zaytoun – Logistics Officer ([mzaytoun@righttoplay.com](mailto:mzaytoun@righttoplay.com))- (8:00 AM to 4:00 PM)

Deadline to submit TOR: **Wednesday 3<sup>rd</sup> January 2024**

***NB. Only qualified proposals will be contacted for this assignment.***

*Competitive budgets would be considered.*

*Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.*

*To learn more about how we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com)*