

## Terms of Reference Contractor for Educational Show

### 1- BACKGROUND:

Syrian children and youth residing in the Bekaa are impacted by violence, displacement and lack of opportunity. One of the major issues WV team was able to detect through community based meeting is the lack of awareness on the importance of educating children and youth as well as the significant impact of personal hygiene and the surrounding environment on their lives.

### 2- THE PURPOSE OF THE CONSULTANCY:

To properly address the above-mentioned challenge, World Vision Lebanon is looking to contract a short-term service provider expert/company to deliver a series of public events targeting the community in the Bekaa area. The key messages to be developed and delivered through the show/play, and interactive workshops should tackle the importance of hand washing and personal hygiene. Noting that World Vision will launch a public invitation through the communities (WASH committees, community mobilizers, and the shawish).

*The public events component: show/play and interactive workshops should address the importance of hand washing and personal hygiene. The messages should be segregated by age groups and during the performance each age group will be assigned to a special animator.*

The consultant will have to propose a clear methodology on the dissemination of the key messages among audience. All the activities must be conducted during the last week of October and the first week of November

- The event will be targeting children aged between 5 -12 years
- The duration of the event will be between the last week of October and the first week of November
- Total number of attendees: 450 children
- 6 plays/shows should be conducted over a period of 3 days
- The number of children attendees is estimated at 150 children per day
- 2 shows / day
- 75 children / play

### 3- REQUIRED TASKS:

#### **Overall:**

The Contractor will have to perform 6 plays:

The event should include:

- A theater play of 45 min
- Activities with the children
- 75 children attending the play while the other 75 are participating in the activities/games planned by the team of animators

Simple language is to be used and should deliver clear messages on the importance of hand washing and personal hygiene. A clear methodology including list of plays and scenarios, type of messages, and the characters in the plays should be submitted along with the financial offer.

#### **Location:**

The different events should be conducted in Qabb Elias municipality.

#### **Specific Required Tasks:**

- Produce full concept of event in collaboration with the Hygiene Coordinator and World Vision Technical Specialist.
- Identify relevant characters and key messages.

The contractor should:

- Provide human resources: a team of 6 animators, every 2 animators should be monitoring a group of children and conducting games/activities (the children will be divided during the event as needed: to be discussed with the contractor during the planning).

- Provide materials/items:
    - 20 T-shirts with a Hand washing character or drawing (to be discussed).
    - Table covers and decoration for the tables (6 tables).
    - Develop games for children of different age groups.
  - Perform the shows and workshops in the identified location to a preset number of children per performance (TBA)
- P.S The show should be interactive to include audience participation as much as possible.**
- Ensure the visibility of World Vision Lebanon, UNICEF and the donor logo (to be determined later), during all phases of the project.
  - Comply with World Vision policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

The contractor must include and abide by the following:

- Duration of the event should not exceed 4 hours
- Decoration, clothing/costumes, sound system, or any other material should be provided by the contractor as per the need. Language to be used is Arabic only.
- Take into consideration the cut in the electrical power
- Communicate all steps of the events preparation with World Vision to be reviewed and approved by World Vision
- Respect the Syrian contexts taking into consideration different religions and cultures. Content, clothes, names and performance must fit in the Syrian context and respectful.

**The topics to be tackled in the play should include:**

- **The steps and the critical times of hand washing**
- **Personal hygiene: most importantly: brushing teeth, brushing hair, nail hygiene, and body cleaning**

#### **4- CONSULTANT QUALIFICATIONS REQUIRED:**

The Consultant should have the following competencies and experiences:

- Experience in circus education and animation; having undertaken similar **behavior change** activities in the past.
- Familiar with civil society and NGO engagement, and preferably having a previous experience with World Vision.
- Working experience with the Syrian refugee community in Lebanon, **especially with Syrian children.**
- Excellent Arabic language proficiency

#### **Event Timeframe**

- Detailed event information should be shared and submitted after one week of signing the contract
- All events should be conducted during W4 October – W1 November 2017.
- Event Timeline and Action plan including dates of interventions should be planned jointly with WV

#### **Required Documents for Bid**

Potential bidders must submit the following documents to be considered for the project:

- Legal registration/certificate for being an official organization
- Copy of ID in case of not being officially registered
- Proposed event summary, including list of plays / scenarios, type of messages, and the characters, as well as games / activities
- Submission of previous similar work
- Previous experience with World Vision, if any
- Proposed detailed budget including transportation (Financial Offer)
- In case the Service Provider is not registered with Ministry of Finance, a deduction of 7.5 % should always be considered.