
Junior STE outreach for Competency based training and Work based learning in the industrial maintenance sector

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General information

a. Brief information on the project

The project "Improving the Quality and Attractiveness of Vocational Education and Training in Lebanon" aims to increasingly align vocational education and training in sectors with sustainable employment potentials with the needs of the Lebanese economy.

Emphasis is placed on improving the partnership between vocational training institutions and the private sector, strengthening human resource capacity in vocational training institutions, and developing practice-oriented training programs. The target groups of the project are young people, unemployed and underemployed adults who want to improve their employment prospects through qualifications relevant to the labor market.

The implementing partner is the Directorate General for Vocational and Technical Education (DGVTE), which lacks capacity at various levels to involve the private sector in vocational education and training. This concerns curriculum development, teacher training and the expansion of practical elements in teaching. The project's advisory approach includes establishing and advising coordination bodies with representatives of the state vocational training sector and company representatives at the macro and steering levels, piloting cooperation models between vocational training institutions and the private sector, systematic human resources development in public vocational training institutions and testing competency-based, modularized training programs.

b. Context

At first glance, the world of vocational education and the world of business and industry may appear very different. Schools will be focusing on working with students from a wide variety of backgrounds and, over a number of years, aiming to develop their capability. Business and industry on the other hand will be focused on the needs of their customers and ensuring that the products and services that they produce can meet their expectations and sold at a price that makes the business viable. On the surface it appears that developing a productive partnership with local industry may be hard to achieve.

In relation to promoting the link between the public TVET system and the needs of the employers in the country, the Lebanese Minister of Education issued a resolution to establish

a School Advisory Board (SAB) in technical schools and institutes. The National Strategic Framework for TVET in Lebanon (2018) also states the necessity of activating these boards as a tool to enhance cooperation between education and employers, being a vital link between vocational and technical education and the business and industry sector. In addition to establishing school advisory boards, the cooperation between the school and the private sector can be strengthened by offering work based learning (WBL) opportunities. The Work-based learning aims at supporting trainees to apply the learned competences by matching them with businesses, as part of a competency based training (CBT) which includes 40 hours of training in schools followed by 80 hours within the business to exercise their skills on a practical level. Through this WBL period, participants will be able to practice and acquire additional practical knowledge additionally to a boost in work experience.

The CBTs will be organised to train interested participants on Health and Safety at work, maintenance of CNC machines, and maintenance of industrial machines, while respecting the safety standards. Since the teachers come from the public sector, the trainings will occur in the afternoon and in the public TVET schools/institutes of Nabatiyeh, Saida, Chehim, Zrariyeh, Bekaa, Riyak, Zahle, Arsal, Al Hermel and Zgharta.

The target group consists of interested candidates who are not enrolled in an educational system (school or university), but rather dropped out from the BT or TS or are already working in the sector and what to upgrade their practical competences. Hence, they should have a basic background about the operation and maintenance of manufacturing machines and they should be residing in the surrounding of the previously mentioned areas (within a radius of maximum 20km).

c. Outline of the mission

In the frame of the QuA-VET project, GIZ is organising Competency Based Trainings in the field of Maintenance of Manufacturing Machines and Machines followed by Work Based Learning (WBL) in companies and industries in the selected schools.

As part of its outreach strategy for Competency Based Trainings GIZ QuA-VET is looking for a short term expert whose mission will consist of the following:

Training attendee outreach

The STE will be provided with an assessment sheet and a set of criteria for the **selection of potential trainees** in the Maintenance of Manufacturing Machines. The target group for trainees consists of interested **women and men** who are **not** enrolled in an educational system (school or university). They should have a basic background on machines and they should be located in the surrounding of the previously mentioned areas. Potential companies will be selected based on their specialisation on the field of maintenance and industrial use of machines, based on criteria given by the QuA-VET team. This contract covers a total number of up to 6 CBTs delivered in the assigned school.

Training courses modules:

Health and Safety

- Maintaining a safe and healthy work environment

CNC Machine

- Cleaning
- Conducting routine maintenance
- Troubleshooting electromechanical malfunction

Bottle filling machine

- Conducting routine maintenance
- Troubleshooting mechanical malfunction

- Replacing rotating worn-out parts
- Replacing transmission worn-out parts
- Troubleshooting pneumatic malfunction
- Replacing pneumatic parts
- Troubleshooting electro-mechanical malfunction
- Replacing electro-mechanical parts
- Replacing electrical motor
- Installing and setting up machine

WBL provider identification

The STE will be provided with an assessment sheet and a set of criteria for the **selection of potential WBL companies** in the Maintenance of Manufacturing Machines. The task is to conduct **outreach to companies** in the mentioned area of the technical schools *Nabatiyeh TI, Saida TI, Chehim TI and Zrariyeh TI*. The assigned expert will coordinate with the directors and the QuA-VET team to organise scouting for potential companies to provide WBL opportunities. This contract covers a total number of up to 6 CBTs delivered in the assigned school.

- d. GIZ shall hire the contractor for the anticipated contract term, from **31.07.23** to **31.07.24**
- e. The contractor shall provide the following work/service

Outreach on CBT participants:

- Conduct visits to the project partner schools (Chhim, Saida, Nabatiyeh, Zrariyeh).
- Attend meetings with QuA-VET team, directors/teachers, and students.
- Meet with the school directors and QuA-VET team to prepare the outreach – coordinate roles and responsibilities with the QuA-VET team.
- Review and suggest improvement of templates for information gathering about potential participants sent by the QuA-VET team.
- Visit households, centers, companies, and municipalities in the selected areas to distribute communication material about the training and present the project and trainings and answer questions of interested people (ideally as a tandem with a school representative).
- Prepare a list of the visited locations in which the material (flyers, factsheets) were distributed with dates of the visits.
- Provide interested beneficiaries with information on the training and the selection process.
- Gather information (according to the approved template of information gathering) about potential **eligible** training participants interested in the field of Maintenance of Manufacturing Machines using the flyers and factsheets to explain the content of the trainings. The list should consist of minimum **15** participants per CBT. The information gathering should help filter the interested participants to tie with the project's requirements.
- Send the list of potential course attendees to the school director for his/her final selection.
- Receive date of orientation at the school from the director.
- Inform the participants about the orientation session through phone calls. Attend the orientation session, support the director and the QuA-VET team in the delivery of the presentation and assist with the registration of participants.

Identification of WBL providers:

- Receive list of companies in the region from the director by email (minimum 15 companies for each school).
- Participate in scheduled meetings by the director to the companies (HR/decision making person) to explain about the Competency Based Training courses and the Work Based Learning and the content of the different curricula.
- Review the evaluation sheet of the company sent by the QuA-VET team and suggest improvements if needed.
- Visit potential training companies and based on the visits fill template with needed info (e.g.-safety in the company, insurance during working hours, the presence of PPE for interns, ISO certification)
 - Inform the company about the previously specified curriculum from the director and the learning outcomes expected through WBL to establish what tasks he/she is capable of doing (introduction to the training curriculum and sharing the curriculum to be studied)
 - Clarify the WBL conditions with the company (tasks, skills to be acquired, working conditions, identify the company trainer/supervisor in charge of monitoring the student during the WBL).
 - Explain the CBT approach using a powerpoint presentation shared by the QuA-VET team to make sure that the trainer/supervisor from the company is aware of the approach.
 - Discuss (with the director) and the HR/Person of the company in charge the following:
 - ◇ Number of employees in the company.
 - ◇ Number of trainees the company is willing to take.
 - ◇ Which modules can the company host in their premises for the WBL.
 - ◇ How many editions the company can be involved in.
- Placing students in WBL providers
 - Assist, the director to provide companies with students' profiles.
 - Coordinate the WBL training schedule with the companies for each student¹ and inform the related teachers.
 - Coordinate the signature of training agreement with company (the agreement should only include the company, the director and the student).
- Compile the above mentioned data from the field (list of information gathering about participants and list of the visited locations) and send it to the director and QuA-VET team.
- Report on challenges encountered, good practice and recommendations for outreach activities in the same area.

Based on mission results and geographical knowledge of the STE, he/she could be rehired either in the same area or in different one.

Outputs/Results:

The outputs / results requested by the Expert are:

- Visiting schedules to
 - Selected schools in Chehim, Saida, Nabatiyeh and Zrariyeh (3 visits per school: meeting with director, submitting the above mentioned papers and orientation session)
 - Households, centers, and municipalities to achieve around 15 participants per training.
 - Companies for the WBL per subregion.

¹ The students should be placed for their in-company training immediately on the next day or maximum week after their last in school training day.

- List related to the mapping of potential interested candidates in the vicinities (up to 20km) of the selected schools in the Chehim, Saida, Nabatiyeh and Zrariyeh (incl. exact locations and material distributed).
 - Filled assessment sheets of the companies.
 - Attendance list for the orientation sessions with the potential candidates.
 - Mission reports according to project templates.
- f. Administrative Deliverables
- A comprehensive end of mission's report submitted to team leader for revision and approval following the structure:
 - Scope and objectives of the mission (incl. field visits and deliverables)
 - Approach adopted for conducting the mission
 - List of outputs produced during the mission (including meetings and people met)
 - Description of the outputs produced during the mission
 - Problems and challenges encountered during the mission (incl. field visits)
 - Recommendations for the follow-up of the mission
 - Recommendations for the improvement of project implementation
 - All documents produced should be delivered in hard copy and in digital form using exclusively MS-Office applications

Tender requirements

1. Qualifications of proposed Expert

1.1 Expert:

1.1.1 General qualifications

Qualification:

- University degree at bachelor level in economics, social sciences subjects, mechanical engineering, communication or related fields.

General professional experience:

- Minimum 1 year of working experience in TVET or skills development.
- Minimum 1 year experience in conducting outreach to youth or companies.

Specific Professional Experience:

- Minimum 1 year work experience in international organizations (NGOs, etc).
- Work experience in the sector of Maintenance of Manufacturing Machines. (preferably)
- Written and verbal communication skills: be able to clearly articulate training information and benefits to potential participants and to write short reports

Others:

- Proficient in use of MS Office (Power Point, Word, Excel, Outlook)
- Willingness to travel within Lebanon.

Experience in the region/knowledge of the country

- At least 3 years working experience in different regions in Lebanon (minimum requirement).
- Excellent knowledge and understanding of local communities and customary rules in South Lebanon (minimum requirement).

Language skills - business fluency in:

- English: C1 level (minimum requirement)

- Arabic: C2 level (minimum requirement)

3. Specification of inputs

Fee days	Number of experts	Number of days per expert Up to:	Comments
• Meeting with QuA-VET team	1	1	
• Meeting with directors		2	1 day per region
• Revision of templates		2	
• Implementation Outreach participants , visiting them and filling templates Outreach companies , visiting them and filling templates		120	

Transportation costs will not be reimbursed separately by GIZ. They should be included in the bid.

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.

Requirements on bid

The complete bid should be divided between technical and financial offer.
Please consider the following bullet points:

- **Technical Offer**

The technical offer contains:

- CV stating the years of experience and the educational level

The contractor will allocate the bidder an assignment as a form of evaluation.

The evaluation of the offers will be done based on the "Financial offer" and assignment.

- **Financial Offer**

The financial offer shall be submitted on the ANNEX 1 form (Financial Offer) in USD (All taxes included).

Application Process

The applicant shall submit the tender to LB_quotation@giz.de accompanied by copies of all the required documents (listed below) in PDF format **on Friday 7th of July by 23:59 Beirut Local Times at the latest.**

The subject line of the mail must be clearly marked as follows: **“Tender for Junior STE outreach for Competency based training and Work based learning in the industrial maintenance sector”** with name and contact details containing the following:

- References for previous missions

Offer validity: Please note that the offer should be valid for at least 2 months from the date of submission

All documents must be submitted in English. Handwritten translation is allowed.

Note: Only applications containing the mentioned documents will be taken into consideration.

Shortlisted candidates will be evaluated according to a technical assignment provided by QuA-VET project team.