

Terms of Reference

World Vision – Lebanon

Kermess - Non Violent Communication 2016

Document Purpose

This document outlines the goals of the Child Protection and Sponsorship projects in Akkar Area, the responsibilities of World Vision (first party), and the responsibilities of potential contracted second parties. It also defines the process interested second parties must undergo in order to bid for contract fulfillment, as well as a timeframe for overall project success.

Project Description

The “Child Protection and Sponsorship projects emerged from Akkar Area needs to reduce violence in the community raise awareness on children rights and reduce peer violence between children. The kermesse Component is an interactive and creative arts presentation within this initiative, aiming fulfill Sponsorship reporting in a fun and meaningful way through thematic activities,. It also includes puppets show during which a group of animators will get dressed and imitate characters and discuss issues under the spot of child protection. By participating in the games such as: competitive and educational games, they will learn how to cooperate and accept others since they are from different communities.

The kermess will be done in public schools as well as villages, with audiences primarily aged 6-12. The kermess duration should be of three hours and half. It will run from 29th of April, 2016 to end of June, 2016, and reach a minimum of 3000 children while not exceeding 13 total kermesses.

Contractor (Second Party) Specifications

A qualified candidate for the second party contractor must:

- Be an official organization working within the creative arts field and with children/youth
- Be sufficiently able to fulfill contract requirements within specified timeframe (includes adequate staffing)
- Submit all specified bidding documents by 5th of April 2016

Kermess Specifications

The kermess designed by the second party must:

- Be 3 hours long,
- Hire five animators (minimum)
- Use a mobile set, decoration, clothing/costumes, Sound system, props, etc.
- Include songs tailored to fit the topic.
- Use Arabic language
- Take into consideration the absence of professional stage and/or lighting.
- Communicate all steps of the kermess preparation with World Vision (WVL to form a Staff panel including CP Specialist WV has to be involved in it before start of delivery to the community). The group will incorporate the different suggestions made by the panel.
- Be reviewed and approved by World Vision staff committee and successfully 28 March 2016
- Successfully engage children aged 6-12 in the topic of child protection

- The kermess should respect the Lebanese context taking into consideration different religions and different cultures, adapted to all Lebanese areas of intervention. Content, clothes, names and performance must be inclusive of all groups.

Party Responsibilities

World Vision (First Party)

The first party agrees to:

- Secure the agreement of sufficient schools (potentially private or public) to do kermesse activities or any other stakeholder working with children.
- Provide sufficient project funding as outlined in first party-second party agreement.
- Review second party reports and provide general oversight as necessary.

Contractor (Second Party)

The second party agrees to:

- Develop the thematic games in line with first party specifications (see above) and budget.
- Coordinate with schools/community stakeholders (third parties) to book kermes dates, as well as coordinate all logistics of executing the kermes
- Engage a minimum of 3000 children with a maximum of 13 kermess activities
- At each of the total kermes, the second party agrees to fill in an attendance sheet – signed by both the second party and third party representatives.

At the conclusion of each month, second party agrees to submit a report detailing:

- Number of kermes in the month and attendance sheet of them
- Pictures
- Narrative Report, including success stories if any.
- Maintain the visibility of World Vision Lebanon during all phases of the project, (excluding the use of pictures of children without their and their parents written informed consent).

Project Timeframe

- Bids submitted: 7th of April , 2016
- Contract signed:20th of April , 2016
- Activities reviewed by World Vision committee: 25th of April ,2016
- Kermess begin:29th of April , 2016
- **13 Kermess completed: June 2016** (or 3000 beneficiaries).

Required Documents for Bid

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

- Legal registration/certificate for being an official organization.
- Play synopsis
- Proposed budget, detailing:
 - Production costs: creation, set, costumes, props, etc.
 - Running expenses: staff honorarium, transportation, generator, insurance, communication, etc.