

Terms of Reference

Service Provider for Educational Show or Play

1- BACKGROUND:

Children aged (3-6 years old) residing in the Bekaa are impacted by violence, displacement and lack of opportunity. One of the major issues is that the children are facing is that they do not have entertainment places and no access to plays/parades because of their financial situation.

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 at large in 6 different locations in the Bekaa area. The key messages to be developed and delivered through the show/play, and interactive workshops should tackle the importance of education and some hygiene messages.

The public events Component: show/play or parade, and interactive workshops should tackle the importance of education and hygiene messages suitable for each age .

The consultant will have to propose a clear methodology on how to properly disseminate the key messages among audience. The duration of each event is 90 minutes and all the interventions must be conducted by October 2016.

3- REQUIRED TASKS:

Overall

The Contractor will have to perform 6 events of 90 minutes each in Arabic. Simple language is to be used and should deliver clear messages on the importance of education and hygiene messages. A clear methodology including list of plays to be performed, type of messages to be disseminated and the Types of Characters in plays should be compiled to the financial offer.

The different events should be conducted in Kab Elias, Marej (2 locations), Bar Elias(2 locations), and Karoun.

Number of children per location:

Keroun : 85

Bar Elias 099 : 70

Bar Elias 012 : 120

Marej 003 : 120

Marej 019 : 120

Kab Elias : 120

P.S The show should be interactive to include audience participation as much as possible.

Specific Required Tasks

- Produce full concept of event in collaboration with the ECE Project manager and ECE coordinators.
- Create relevant characters and key messages.
- Perform the shows and workshops in the set Locations with a minimum of a set number of children per performance
- Maintain the visibility of World Vision Lebanon and 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 show must include the following:

- The Event should not exceed 90 minutes.
- Provide decoration, clothing/costumes, Sound system, or any other material needed.
- Use of Arabic language ONLY.
- Take into consideration the absence of podium and/or lighting since shows will be performed in public areas.
- Communicate all steps of the events preparation with World Vision to be reviewed and approved by World Vision
- The show MUST respect the Syrian contexts taking into consideration different religions and different cultures.

Content, clothes, names and performance must be RESPECTFUL

4- CONSULTANT QUALIFICATIONS REQUIRED:

The Consultant should have the following competencies and experiences:

- Experience in circus education and animation, public shows, theatre or other big events and plays; having undertaken similar activities in the past.
- Familiar with civil society and NGO engagement.
- Working experience with the Syrian refugee community in Lebanon.
- Excellent Arabic language proficiency

Event Timeframe

- Event information should be shared and submitted after one week of signing the contract
- All events should be conducted by October 2016.
- Event Timeline and Action plan including dates of interventions should be planned jointly with WVI.

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
- Copy of ID in case of not being officially registered
- **Event synopsis**
- 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.
- Financial Bids should be submitted in Via email to the following address: LBN_procurement@wvi.org

Main National Office address: Villa Siniyora, Mountazah, Mansourieh; Office Phone: 961-4-401-980

Mailing address: World Vision Int'l Lebanon P.O.Box 55355, Sin el Fil, Lebanon