Terms of Reference

World Vision – Marjeyoun

Positive communication events –

August 2015

**Document Purpose:**

This document outlines the goals of the non-violent communication project, 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 “non-violent communication project” emerged from Marjeyoun Area needs to reduce violence, designed in its thirds output to bring awareness of non-violent communication/positive discipline for children. The objectives of the day:

* Awareness about positive communication; i.e.: Marshal Rosenberg approach( Giraffe and Jackal language)
* Awareness about Child Rights & Protection
* Awareness on conflict resolution Child To have fun

The same event (same activities) will take place in 5 different days and places:

* Ebel el Saqi village
* Khiam Village
* Jdeideh Village
* Qlayaa village
* Kfarkela village

Target Group:

100-150 Children (Lebanese and Syrian) in each event

**World Vision Staff:**

Two of World Vision field staff will be in the field for the event day helping in the preparations and ready for any urgent help.

The Event will include:

1. Characters: 2 Disney characters during the Event. Giraffe and Jackal (responding to Rosenberg and giraffe language approach)
2. Inflatable games: 2 Trampoline per event (5mDiam)
3. Face paint: face paint with glitter during the event for all children
4. Outdoor games/ stations: outdoor games/ station includes competition games on the topic of positive communication, Conflict resolution and assertiveness), Sand Art, Handcrafts
5. Magic Show: magic show for around 30 minutes
6. break dance/ Acrobat show: 1 of each (breakdance & Acrobat) performance per event
7. Food corner that includes: cotton Candy, Pop-Corn, and fresh/ non-fresh juice
8. The company will be responsible to ensure DJ and Speakers that can cover music and sound in an outdoor or indoor space.
9. The company will be responsible for their transportation to and from proposed areas for the events

1. Shows will be performed with audiences primarily ages 5-14 in the presence of parents. The event should be around 4-5 hours. They will run between August 6- 31, 2015. We will choose 5 days only for the 5 events) and reach around 100-150 in each event.

**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)

 **Party Responsibilities:**

 World Vision (First Party)

The First party agrees to:

* + Secure the agreement of the local authorities (potentially private or public) to host an entertainment event or any other stakeholder working with children.
	+ Provide sufficient project funding as outlined in first party-second party agreement.

Contractor (Second Party)

The second party agrees to:

* + Develop Event in line with first party specifications (see above) and budget.
	+ Perform for a minimum of 600 children and parents as a total in the 5 event At the conclusion of each event, second party agrees to submit:
		- * A detailed invoice
			* Pictures
			* Maintain the visibility of World Vision Lebanon during the events

**Project Timeframe:**

* + Bids submitted: 30 July 2015
	+ Contract signed: 4 August 2015
	+ Event sessions begin: 10 August, 2015
	+ 5 Events completed: 31 August, 2015

 **Required Documents for Bid** (to be sent in a sealed offer):

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

* Legal registration/certificate for being an official organization.
* Proposed budget/ offer