

## Terms of Reference

World Vision – Lebanon  
Non Violent Communication December – January , 2015

### **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, designed to bring awareness on violence between children. The Drama Component is an interactive and creative arts presentation within this initiative, aiming to raise awareness among children on how to communicate positively with their peers. Children are affected by the surrounding environment (Schools, Parents, Medis, etc. ). So they reflect that violence among their peers.

### **Target Group:**

Children aged between: 8-14 years old.

Reach Minimum 2000 Children

### **Duration:**

From December 2015 till January 2016.

### **. Location:**

The 12 performances will take place in 12 villages:

Dreib Al Awssat Villages (4):

- Mejdel
- Rihaniyeh
- Ein L Zeit
- Kweshra

Sahel Area Villages (8) :

- SemmakiyehTel Mehyane
- Tel Abbas El Gharbeh
- Tel Hmayra.
- Sheikh Ayash
- Massoudiyeh
- Tel Bireh
- Sheikh Zeneid.

**World Vision staff :**

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

**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 21 November 2015

**Drama Specifications**

The drama designed by the second party must:

- Be 45 minutes long, followed by an audience question-and-answer/ discussion period with the characters of the drama for 10-15 minutes.
- Hire five actors (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 play tailoring preparation with World Vision (WVL to form a Staff panel including CP Specialist WV has to watch it before start of delivery to the community). The group will incorporate the different suggestions made by the panel.
- Successfully engage children aged 8-14 in the topic of non-violent communication/
- The play 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 host drama sessions 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 drama in line with first party specifications (see above) and budget.
- Coordinate with schools/community stakeholders (third parties) to book session dates, as well as coordinate all logistics of executing the sessions.
- Perform for a minimum of 2000 children with a maximum of 12 performances
- At each of the total sessions, 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 sessions in the month and attendance sheet of these sessions
- 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: 21 November , 2015
- Contract signed: December 1<sup>st</sup> , 2015
- Event Sessions begin : December 7<sup>th</sup> 2015

### **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.