

# ANNEX A

To: Alawite Islamic Charity Association (AICA)

Subject: Terms of Reference (TOR) for Technical Trainers: Python and/or Access Basic and/or Access Advanced

Reference: ITB/AICA/2025/1/001

**Position Title:** Technical Trainers for: Access Basic, and/or Access Advanced, and/or Python

**Duration:** two trainings starting from February 3, 2025 to provide 32 days/training. Segregated as:

- 5 days for Access Basic/Python Module
- 9 days for Access Advanced/Python Module
- 18 days for Python class/Python Module. for two teams of 20 each

**Location:** North Lebanon - Tripoli

**Reporting to:** HFABF2 Project Manager

**Objective:** One trainer or training firm can deliver the 3 training topics or 1 trainer/topic, is requested to design and deliver a progressive and integrated training program for participants with basic English literacy and minimal digital literacy, equipping them with foundational skills (Access Basic), and/or advanced skills (Access Advanced), and/or Python programming expertise relevant to ICDL content, standards and certification material. The training will prepare participants for market-relevant internships and job opportunities. *the training month may be changed in anticipation to any change in the project plan*

## Responsibilities:

### 1. Training Design and Content Development:

- Develop a comprehensive curriculum for **Access Basic (5 days)**, focusing on but not limited to fundamental computer skills, file management, and basic digital tools adapting ICDL Access Basic book content
- Create an **Access Advanced (9 days)** focusing on but not limited to advanced digital tools, database concepts, and applications adapting ICDL Access Advanced book content
- Design an **18-day Python training** program, emphasizing on but not limited to programming fundamentals, problem-solving, and application development adapting ICDL Python book content
- Ensure training materials and exercises align with ICDL standards and address real-life market needs.
- Prepare practical and interactive exercises to enhance participants' hands-on learning experience.

### 2. Training Delivery:

- Deliver all sessions in an engaging and inclusive manner, adapting to the varying digital literacy levels of participants.
- Utilize ICDL-certified materials and methodologies to meet international standards.
- Conduct training sessions based on the agreed schedule, accommodating participants' preferences for morning or afternoon

sessions.

### 3. Monitoring and Support:

- Assess participants' progress through regular quizzes, practical exercises, and feedback sessions.
- Provide individualized support to ensure that participants with minimal digital or English literacy successfully grasp the material.
- Collaborate with the Lab Architect and Project Manager to ensure seamless learning experience and effective follow-up support.

### 4. Reporting and Feedback:

- Submit daily progress feedback and/or reports to the HFABF2 Project Manager.
- Provide recommendations for future training improvements based on participant feedback and observed challenges.

### Qualifications:

1. **Mandatory:** ICDL certification, particularly in Access Basic and/or Access Advanced and/or Python.
2. Proven experience in delivering digital literacy and programming training for individuals with minimal prior knowledge.
3. Strong knowledge of market trends and programming applications, with a focus on practical employability skills.
4. Excellent communication skills, with fluency in English and Arabic.
5. Experience working with AICA or similar organizations.
6. Netizen's Digital Lab (NDL) experience is highly preferred.

### Conditions:

1. Training materials, curriculum preparation, and content delivery must adhere to ICDL standards.
2. Each session of 2hrs must be designed to facilitate hands-on learning with practical applications relevant to market needs.
3. Flexibility to schedule sessions either in the morning or afternoon, depending on participant availability.
4. Prioritize female trainers.

### Application Process:

Interested candidates should submit the following:

1. Updated CV, highlighting relevant ICDL certifications and training experience.
2. A brief cover letter detailing their approach to training delivery and past achievements.
3. Relevant ICDL certification