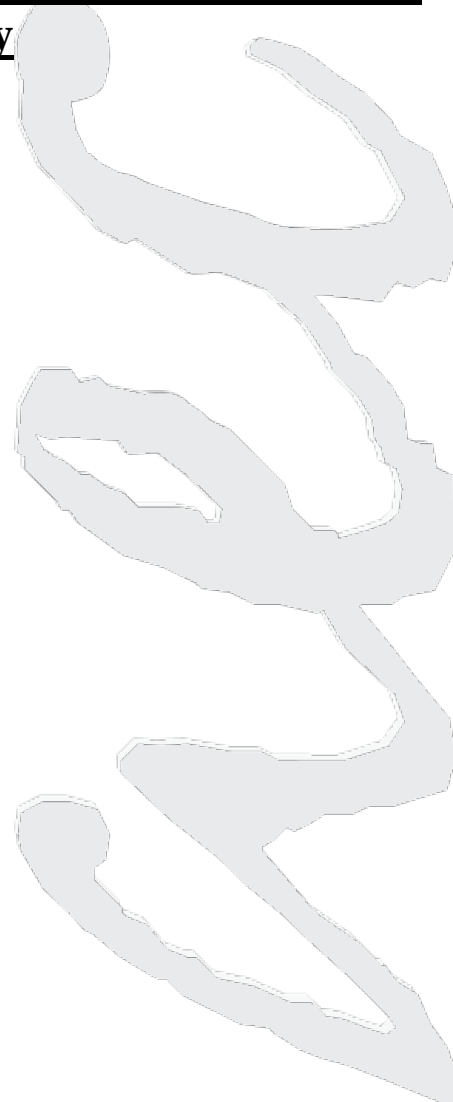


**Employment Promotion of People with Disability and Local
Businesses Viability**

GIZ-EMP-2022

January 2024



Terms of Reference and Scope of the Services

Consultancy Title:	Intensive Training Program
Duty station:	Beirut - Lebanon
Duration of assignment:	4 Months
Contract type:	Training Services
Starting date:	February 15 th , 2024

arcenciel Overview

arcenciel was created in 1984, authorized in 1985 by the Lebanese Ministry of Interior, and recognized as a public utility in November 1995 (presidential decree n° 7541). arcenciel is an apolitical, non-confessional, and independent organization that works with and for all people in difficulty without discrimination of age, gender, religion, culture or nationality. Created during the Lebanese civil war to assist disabled persons, arcenciel has become one of the first technical aid producers in Lebanon, rehabilitating spaces for disabled persons, and developing a national program for better accessibility for them; which was later passed as a law in June 2000. Drawing on its success, arcenciel broadened its mission to “engage in the sustainable development of the society by supporting fragile groups and integrating marginalized people”. Since its creation, arcenciel has provided around 37 million services to more than 400,000 beneficiaries. arcenciel also treats 85% of Lebanon’s hospital waste and 915 tons of solid wastes a year; and manages the 2 km² Jesuit “Domaine de Taanayel” through which it promotes sustainable agriculture and responsible tourism through its eco-touristic activities.

All activities arcenciel implement have a social and environmental purpose and seek economic viability, all which ensure their sustainability. Our objective is to promote sustainable development through three main axes: Social: care of persons in need, Environmental: the preservation of natural resources and Economic: the cost-efficiency and financial autonomy. arcenciel has always adopted a tripod strategy based of: Community Work: allowing the assessment of community needs, using their available resources; Service-Providing Institutions: across Lebanon offering specialized services and working with and for the beneficiaries; and Public Program: guaranteeing a legal structure and stabilizing the two other pillars.

arcenciel currently runs nine programs: 1- Agriculture, 2-Environment; 3- Mobility, 4-Health; 5-Responsible Tourism, 6- Culture and heritage; 7- Social Support; 8-Youth Empowerment, and 9-Employment, in 11 centers distributed across all Lebanese regions (Greater Beirut, Beqaa, Mount-Lebanon, North, and South Lebanon). Besides these centers, arcenciel has running offices in France and the USA.

arcenciel is ISO 9001:2015 certified for management of projects since July 2018.

1. Project Background

In the last years, Lebanon has been assailed by an economic, financial and political crisis, worsened by the COVID-19 pandemic and followed by the explosion that occurred at the Port of Beirut back in August of 2020. The Lebanese Lira has lost 80% of its value since October 2019. A UNESCWA policy brief estimated that in 2021 poverty affected two thirds of the population.

With the rising unemployment and the economic hardships, an increased numbers of people are unable to afford basic necessities (food, shelter, and healthcare).

Youth with disabilities are considered among the most disadvantaged groups in Lebanon. The unemployment rate of people with disabilities was estimated by ESCWA in 2020 as 85%, despite of

the Lebanese law 220/2000 on the Rights of Persons with Disabilities aiming at integrating them into economic and social life.

People with Disabilities are at high risk of basic rights deprivation, specifically the right to work and financial independency. This places an immense pressure and challenge on their personal development. On the other side, Businesses in Lebanon are struggling; SMEs and different types of businesses have been struggling to make ends meet as many of them are drowning financially due to the multitude of crises affecting their performance. Based on the 2022 LCRP, many of them have been forced to close as they cannot continue to pay bills, salaries, and do not have access to their savings. If they continue working, many have had to reduce staff which has resulted in immense numbers of unemployment. It is of the essence to provide technical and financial support to these businesses.

This project aims to work on a holistic approach to embed a culture of inclusion, through equipping job seekers with disabilities, with the necessary skills to enter today’s changing job market and get access to equal job opportunities in local businesses.

In turn, local businesses will be supported through business development consultancies to ensure their survival enduring the existing dire conditions, alongside equipping businesses with required practices and processes to become disability inclusive and be able to welcome people with disabilities as employees and as clients.

2. Consultancy Description

As part of the project, arcenciel will equip 50 youth with disabilities (Physical, hearing, Visual, Intellectual and Mental) with the needed life / soft and technical skills to work on achieving personal goals, developing skills and planning career moves within an inclusive supportive environment by providing them with tailored intensive technical training as per the needs of each one of them in order to benefit the maximum by the training.

arcenciel, specifically the employment program, is seeking to contract with a trainer / training company specialized in providing trainings on different topics related to life / soft and technical Skills to carry out customized technical training sessions for 50 youth with disabilities with a minimum of 3 trainings per youth as per the below list:

Nbr	Description	Nbr of Trainees
1	Business English	22
2	English Language (Basic / Advanced)	7
3	Spanish Language (Basic)	1
4	Computer Skills (Basic / Intermediate / advanced)	29
5	Leadership and Management Skills	4
6	Business management	2
7	Project Management	1
8	Tax Regulations and Legislations	1
9	Accounting	1
10	Data Entry	2
11	Journal Voucher	1
12	Networking IT Maintenance	1
13	Programming (Python, Java Script)	2
14	Data Analysis	1

15	Web Development (Front & Back End)	2
16	Programming MMS	1
17	Photoshop	1
18	Adobe Illustrator	1
19	Adobe Premiere	1
20	Adobe After Effects	1
21	Graphic Design	3
22	Animation	2
23	Videos & Photos Editing	2
24	Videos & Photos Shooting	1
25	Digital Marketing	4
26	Social Media Content Creator	3
27	Customer Service	3
28	Marketing	3
29	Tele Marketing	1
30	Artificial Intelligence Usage	1
31	Teaching Skills	2
32	Teaching Techniques	1
33	Technical Trainings in Translation - New Tools	1
34	Life Coaching	1
35	4CS	10
36	Stress Management	2
37	Negotiation Skills	1
38	Time Management	3
39	Emotional Intelligence	7
40	Self Confidence	1
41	Problem Solving	1
42	Interpersonal and Communication Skills	3
43	Body Language	1
44	Psycho-Social Support	1
45	Research Methodology	1
46	Proposal Writing	1
47	Job Readiness (CV writing and Job Searching Skills)	1
48	Public Speaking	1
49	Pastry	1
50	Kitchen Menu Development	1
51	Japanese Cooking Class	1

Throughout the period of this consultancy, the consultant will collaborate with the employment office and the employment program at arcenciel on each task.

3. Objectives and Scope of Work

The primary objective of this consultancy is to provide youth with disabilities with a minimum of 3 trainings from the above trainings list (maximum number of 150 trainings). Those trainings can be done on one on one basis, or by grouping the trainees together depending on the needs, content, ...

At the beginning of the project, A small meeting can be organized between the trainer and the trainee to get more details about the trainings target and objective.

The consultant will arrange accordingly the training level, content, training language, grouping and other related activities.

To be noted that most of the youth taking part of this program are undergraduate or university graduate. All training tools should be accessible to people with disabilities including training documents (accessible with People with visual or Intellectual disabilities) or by providing with a sign language interpreter when needed for people with hearing disability.

Those tools can be adapted for specific training when needed.

4. Deliverables

The expected deliverables of the project are as follow:

1. PowerPoint Presentation of the training content.
2. Handout of the trainings.
3. Pre and Post Test.
4. Pre and Post Test analysis for each of the trainings conducted.
5. Report of the findings and observations for each of the trainings conducted with recommendations section.

The trainings can be provided in both English and Arabic language depending on the needs, but the reports should be provided in English.

All deliverables should be in accessible format. Templates of accessible documents can be provided by arcenciel.

5. Timeline and Location of the Consultancy

The total duration of the consultancy is over a period of Four months.

The total number of training sessions to be delivered is to be confirmed at a later stage but it will not be less than 3 sessions for 50 youth with disabilities.

The location of the trainings should be proposed / covered by the training company within Beirut area and the suburbs.

For specific youth and depending on their availability, the session can be done online when needed.

6. QUALIFICATIONS

1. Minimum 10 years of relevant professional experience.
2. Previous experience working with people with disabilities.
3. Knowledge of setting up training programs.
4. Strong local knowledge and comprehensive understanding around disability programs.