

Terms of reference (ToR) for the procurement of services

Junior short-term expert establishing TVET school advisory boards to the project: Improving the Quality and Attractiveness of Vocational Education and Training in Lebanon (QuA-VET)

Contents

1	General information.....	1
2	Qualifications of proposed staff	3
	General qualifications	3
3.	Specification of inputs.....	4
4.	Application Process.....	4

1 General information

a. Brief information on the project

The project "Improving the Quality and Attractiveness of Vocational Education and Training in Lebanon" aims to increasingly align vocational education and training in sectors with sustainable employment potentials with the needs of the Lebanese economy.

Emphasis is placed on improving the partnership between vocational training institutions and the private sector, strengthening human resource capacity in vocational training institutions, and developing practice-oriented training programs. The target groups of the project are young people, unemployed and underemployed adults who want to improve their employment prospects through qualifications relevant to the labor market.

The implementing partner is the Directorate General for Vocational and Technical Education (DGVTE), which lacks capacity at various levels to involve the private sector in vocational education and training. This concerns curriculum development, teacher training and the expansion of practical elements in teaching. The project's advisory approach includes establishing and advising coordination bodies with representatives of the state vocational training sector and company representatives at the macro and steering levels, piloting cooperation models between vocational training institutions and the private sector, systematic human resources development in public vocational training institutions and testing competency-based, modularized training programs.

b. Context

In relation to promoting the link between the public TVET system and the needs of the employers in the country, the Lebanese Minister of Education issued a resolution to establish a School Advisory Board (SAB) in technical schools and institutes. The National Strategic Framework for TVET in Lebanon (2018) also states the necessity of activating these boards as a tool to enhance cooperation between education and employers, being a vital link between vocational and technical education and the business and industry sector.

The SABs assures the relevance of the technical and vocational education programs to the community and the business world and guide the technical schools towards developing competencies that are and will be required in the job place.

The QuA-VET project will support the establishment of 10 School Advisory Boards (SABs). Three boards were established in the fall of 2022, and the execution of their working meetings started this winter. Seven more advisory boards will be established by the end of the project as follows: four of them during 2023 and the remaining three by 09.2024. It is worth mentioning that QuA-VET team aims to put the process on the right track by supporting the boards in their working meetings till the end of the project.

Within the framework of capacity-building for advisory board members, the project delivered one-month capacity-building training for SAB members in November-December 2022 by the ILO/ITC, and plans to deliver more sessions of this training to members of advisory boards that will be established in the coming months. Furthermore, training courses on competency-based assessment will be offered to the ten school advisory board members from April 2023 until the end of the project.

- c. GIZ shall hire the contractor for the anticipated contract term, from 07.04.2023 to 30.08.2024.
- d. The contractor shall provide the following work/service:

Support in implementing the development of cooperation between the TVET schools and the private sector:

- Examining relevant project documentation (Concept note, Presentation, etc.)
 - Attending meetings with the Team Leader, Project Team Members, staff of the DGVTE, and of other organizations involved in the project as considered necessary.
 - Informing and consulting regularly the output technical advisor.
 - Preparing logistics for meetings (coordinating with photographer, caterer, preparing and running attendance sheets,..)
 - Preparing related documents to the SAB activities and training activities (e.g. Writing and sending Invitations for workshops, conferences, training in English and Arabic, Agendas, Letters, Minutes of meetings, attendance lists, Organizational sheets, PowerPoint presentations, etc.)
 - Doing simple translations (Arabic-English; English-Arabic as required)
 - Maintaining polite and professional verbal and written communication
 - Participating in project activities when required
 - Conducting regular field trips to all project schools and companies
 - Carrying on all activities necessary for the accomplishment of the required outputs/results.
 - Writing mission report and required administrative deliverables
 - Being accessible after the short-term mission through the internet for follow-up discussions.
- e. Output of the mission:
 - PowerPoint presentations,
 - Agendas, invitations, participants lists, Minutes of meetings for SAB inauguration meetings and working meetings,
 - Surveys and survey evaluations,
 - Contact and coordination lists,
 - Articles on activities
 - f. Administrative Deliverables:

- Monthly Time Sheets according to the template provided at the beginning of the mission which includes a brief description of task(s) conducted each day signed and submitted for revision and approval
- A comprehensive end of mission's report submitted to team leader for revision and approval following the structure:
 - Scope and objectives of the mission (incl. preparation of training with the school and training itself)
 - Approach adopted for conducting the mission
 - List of outputs produced during the mission (including meetings and people met)
 - Description of the outputs produced during the mission
 - Problems and challenges encountered during the mission (incl. preparation of training with the school and training itself)
 - Recommendations for the follow-up of the mission
 - Recommendations for the improvement of project implementation

All documents produced during the implementation of the mission should be delivered in hard copy and in digital form using exclusively Ms-Office applications

2 Qualifications of proposed staff

General qualifications

Qualification:

- University degree at least at Bachelor level in social sciences, business administration, communication, HR, or related. (minimum requirement)

General professional experience:

- At least 2 years of working experience in the field of education, skills development or TVET (preferred requirement)
- At least 1 year working in or with international organizations (minimum requirement)

Other qualifications:

- Proficient in the use of MS Office (PowerPoint, Word, Excel, Outlook)
- Excellent communication and presentation skills
- Ability to adapt communication to suit different audiences and facilitate group discussion
- Excellent office administration, organizational and self-drive skills
- High standard of confidentiality and loyalty
- Ability to work efficiently in a team
- Sound reporting skills
- Willing to travel nationally
- Reliable, accurate, consistent, and easygoing and able to work in stressful environments

Specific professional experience:

- At least 2 years working experience in Lebanon or any other Arabic country (preferred requirement)

Language skills: business fluency in

- English: C1 level (minimum requirement)
- Arabic: C2 level (minimum requirement)

3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing	0	0	
• Implementation	1	100	Approximately 1 day/week
Travel expenses	Number of experts	Number of days/nights per expert	Comments
• Per-diem allowance in country of assignment	0	0	
• Overnight allowance in country of assignment	0	0	
• Travel costs (train, private vehicle)	0	0	
Flights	Number of experts	Number of flights per expert	Comments
• International flights	0	0	
• Domestic flights	0	0	
Other costs	Number of experts	Amount per experts	Comments
• Flexible remuneration	0	0	

4. Application Process

Required documents:

- The applicant shall submit a cover letter and an updated CV (in English), and a financial offer according to the attached template to **LB_quotation@giz.de** in PDF format by **Wednesday, March 31, 2023, by 23:59 Beirut Local Time** at the latest
- *Top 3 shortlisted candidates will be evaluated according to a technical assignment provided by the QuA-VET project team.*
- If you have questions about this call, please contact us at the following email (LB_quotation@giz.de). Deadline for questions is 27.03.2023 before 23:59

Note: Only applications containing the mentioned documents will be taken into consideration.