



TERMS OF REFERENCE (ToR)

Consultancy for Green Construction and/or Decorative Finishing Training

Job Title	Training provider consultancy		
Reporting to	Cesvi Livelihood Program Manager	Works with	Livelihood Field Coordinator Community Engagement Officer
Country	Lebanon	Donor Code	4000000096
Donor	ARC Fund	Internal Code	MELBN0010
Project Title	Addressing Root Causes of Conflict in Lebanon: Income Generation and Livelihoods Program for Vulnerable Populations		
Assignment during	6 months		
Language	English and Arabic		

Background

Alliance2015 is a strategic partnership of seven European non-governmental organizations engaged in humanitarian and development activities. Alliance2015 members operating in Lebanon include ACTED (France), Cesvi (Italy), Concern Worldwide (Ireland), Hivos (The Netherlands).

The service provider/consultant will work with Cesvi directly under the project: “Addressing Root Causes of Conflict in Lebanon: Income Generation and Livelihoods Program for Vulnerable Populations” and will report to Cesvi Livelihood Program Manager. This will involve delivering a training on green construction and/or decorative finishing principles and skills, in line with market needs in Saida district.

Brief project profile

The Alliance2015 Partnership, represented by lead agency ACTED, Cesvi, Concern and Hivos, is running a program that aims to address root causes of conflict and instability in Lebanon, through the creation of sustainable income-generating and livelihood opportunities for vulnerable populations. Over three years, Alliance2015 partners will work directly with 1,800 individuals, 18 Social Development Centers (SDCs) and at least 27 Micro, Small and Medium Enterprises (MSMEs) across Lebanon.

The integrated program targets vulnerable communities with economic inclusion activities through three main pathways:

- (A) Building the capacity of SDCs leads to an improved delivery of livelihood-related services;
- (B) Improving the technical and soft skills of vulnerable individuals to ensure increased participation in the private sector job market; and
- (C) Improving the capacity of the private sector leads to growth and job creation.

Activities include providing livelihood-related resources, assets and renovations to each targeted SDC; offering TVET and soft skills training, paid apprenticeship programs and job-matching services to vulnerable individuals; and providing businesses development services and value chain support to MSMEs.

This assignment is solely focused on Outcome Pathway B with specific focus on activity 2.1: *Provide relevant market-based TVET and soft skills trainings to vulnerable individuals*

Overview of the assignment:

In order to provide unskilled and semi-skilled site workers with a full understanding on Green Jobs and decorative finishing career, building the minimum skills for a beginner to start working as green jobs assistant, the Alliance 2015 network developed – with the support of an external provider and under the above mentioned ARC Fund Project - a curriculum in Green Construction and a curriculum in Decorative Finishing. Both curricula initially developed have been furtherly revised and different short-curricula have been generated (modular approach), in order to allow training to acquire practical skills on specific topics in an adequate timeframe.

The Green Construction curriculum covers several modules and activities under the Green Construction Jobs field, notably:

1. Glazing **x1**
2. Green Electricity **x3**
3. Green Plumbing **x2**
4. Insulation - Water Proofing **x2**

Each of the above 4 modules is about 60 hours of training. The bidder company has the choice to apply for one module, more than one module or to all the modules. The total number of trainings to be carried out in green construction is 8. The duration is 6 months and the bidder company should be able to implement at least 3 courses taking place at the same time.

The Decorative Finishing curriculum covers two modules and activities (wall painting and carpentry) under the Construction Jobs field, notably:

1. Decorative Finishing **x8**

The 2 modules under decorative finishing (wall painting and carpentry) are together 60 hours of training. The number of trainings to be carried out is 8 training courses in a duration of 6 months with the possibility of more than 2 courses taking place at the same time.

The curriculum foresees the implementation of around 60 hours of training (20h theoretical and 40h practical). After the training, the trainees shall be able to:

1. Apply health and safety techniques
2. Utilize first aid when in emergency
3. Abide by site discipline
4. Perform how to act in a team
5. Understand and apply site instructions
6. Name tools and functions
7. Get to know how to use tools with safety measures
8. Apply the principle of preparing the site before starting any green construction or decorative construction work
9. Prepare the necessary materials or tools for each specific decorative or construction activity/ module
10. Perform different activities under each specific construction module
11. Use a green approach in the different green construction modules to be an assist in a construction site
12. Know how to assist a painter and a carpenter after finishing the decorative finishing training.

A pre-test will be used to assess the starting level of knowledge of the trainees, while a post test will measure the knowledge acquired during the training itself.

Each training class will be composed by a maximum of 25 students. The beneficiaries of the activities will be vulnerable semi-skilled and unskilled workers, from 18 up to 50 years old, selected by Cesvi. As soon as the beneficiaries are selected, Cesvi will inform the service provider and the latter will have 7 working days to start the training session. The entire curriculum will be shared with the contractor for the organization of the trainings.

Results and deliverables:	
ACTIVITY (OUTPUT)	MEASURABLE RESULTS
Organisation and coordination	<ul style="list-style-type: none"> • Coordinate the collection and capturing of data including collaboration with Cesvi to conduct the info session and collecting the ODKs; • Timely inform Cesvi of any relevant issue that may come into light during the training and that may affect the training implementation; • Timely inform Cesvi of any relevant issue that may come into light during the training and that may affect the training implementation;
Logistics	<ul style="list-style-type: none"> • Ensure that all logistics of the consultations are arranged; • A detailed Bill of Quantities for the materials needed for establishing the training programme; • Draw up detailed work plan in collaboration with Livelihood Program Manager; • Hand-outs and other educational materials that can support in delivery of the trainings in Arabic (with accompanying English translation)
Monitoring and Evaluation	<ul style="list-style-type: none"> • Facilitate Cesvi's staff monitoring visits; • Collect signatures of participants at the beginning of each class; • Make sure that all the attendance sheets are properly filled; • Constantly update Cesvi on attendance rates and significant drop-outs; • Final performance evaluation sheet for each trainee;
Training delivery	<ul style="list-style-type: none"> • Deliver content as per the training material provided by Cesvi (Green Jobs Curriculum and Decorative Finishing Curriculum) • Give instructions and assist trainees in the performance of the hands-out; • Provide technical guidance to trainees; • Administer and correct pre-post-tests (if foreseen); • Supervise the proper and correct use of the equipment for the delivery of hands-out and to ensure the safety of the trainees during the training delivery; • Provide technical guidance to trainees;

Representation/Visibility	<ul style="list-style-type: none"> Ensure visibility of the project and donor;
Theoretical activities tools	<ul style="list-style-type: none"> Laptop (for the trainer) and projector;
Workers safety kits	<ul style="list-style-type: none"> One Kit per trainee : Safety goggles, latex gloves, work gloves and dust masks;

Technical specifications:

LOT N.1 – Green Electricity Training

Item	Unit	Required Quantity	Total Price. USD
Multimeter		10	
Screwdrivers set		5	
Voltage tester screwdriver		5	
Wire stripper		5	
Measuring Tape		5	
Wires			
Plastic tape		10	
Flashlight		5	
Drill		5	
Led floodlight sensor		5	
Solar lamp wall		5	
Lead lamps		10	
lightbulb		10	
Light bulbs		10	
Cleaning tools		2	
Electricity insulated gloves		20	

LOT N.2 – Green Plumbing Training

Item	Unit	Required Quantity	Total Price. USD
Dual flush valve		3	
Touchless faucet		3	
Pipe wrench		5	
Adjustable wrench		5	
Drill		5	
Measuring tape		5	
Nylon (for covering)		2 packs	
Masking tape		2 packs	
Screw drivers set		5	
Hammer		5	

Plier		5	
Cutter		5	
light		5	
Cleaning tools		2	
Extension cord		5	
Basin wrench		5	
Caulking gun		5	
Scissors		5	
Teflon tape		10	
PVC tape		10	
caulk		5	

LOT N.3 – Insulation-Waterproofing

Item	Unit	Required Quantity	Total Price. USD
Pipe wrench		5	
Scraper		5	
Drill		5	
Measuring tape		5	
Screw drivers set		5	
Hammer		5	
Plier		5	
Cutter		5	
Surface grinder		2	
Angle grinder		2	
Caulking gun		5	
Masking tape		3	
PVC wide tape		5	
PU sealant		5	
Paint roll		5	
Steel brush		5	
Putty knife		5	
PU waterproofing paint		2 drums	
Bitumen paint		2 drum	
Cement mix		1	
Concrete grinding disks		10	

LOT N.4 – Glazing

Item	Unit	Required Quantity	Total Price. USD
Nylon for covering		2 packs	
Carton for covering		2 packs	
Masking tape		3	
Measuring tape		5	
Putty knife		5	
Drill		5	
Sanding paper		15	
Silicon		5	
Shims		3	

Timber		3	
Crow bar		1	
Caulking gun		5	
Screws set		5	
Foam spray		3	
chisel		2	
Window PVC or aluminum		3	

LOT N.5 – Decorative Finishing (Painting + Carpentry)

Paint & Carpentry activity			
Item	Unit	Required Quantity	Total Price. USD
Drill		3	
Saw		3	
Electric Saw		2	
Grinder		2	
Measuring Tape		5	
Screw Drill		2	
Hammer		5	
Plier		5	
Ladder		2	
Roller		8	
Brush		8	
Scrapper		5	
Bucket		5	
Chisel		5	
Extension cord		4	
Cleaning tools		2	
Paint		drum	
Putty		drum	
undercoat		Drum	
Tinner		drum	
Sand paper		15	
Sand stone		15	
Nails		5 boxes	
Screws		5 boxes	

Scope of work:

The consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity. The service provider is strongly encouraged to develop highly interactive and practical outputs for this consultancy.

The consultant is required to perform the following functions at minimum. The service provider must review the relevant literature including, inter alia, the following:

- a) The part containing Outcome Pathway B in the project proposal;
- b) The curriculum on Green Jobs (each module curricula);
- c) The curriculum on Decorative Finishing;
- d) All significant documents provided by livelihood program manager

Timetable	
<p>The training timetable will be detailed for each training after the beneficiaries' selection. Each training should start within 7 working days after communication by Cesvi that the beneficiaries have been selected.</p> <p>Trainings should be implemented with the following schedule:</p> <ul style="list-style-type: none"> • At least 3 days per week, at least 3 hours per day. • The exact training schedule will be agreed on a case by case basis (for each training) depending on the needs and availabilities of the beneficiaries. • The provider shall be flexible on days and hours of training delivery. 	
Venue	
<p>The contractor can suggest a venue for the training implementation, justifying the choice (describing the venue and the added value in the assignment execution).</p> <p>If a construction site is provided as venue, the contractor should express his availability in supporting the implementation of "on the job training". The costs for the venue should be specified in the financial offer. <u>The trainings should take place in areas in the district of Saida, unless any change in the activity location occurs.</u></p> <p>Cesvi will evaluate the venue suggested and make the final decision on the venue to be selected.</p> <p>Cesvi may decide to provide the venue. In this case, the contractor should be available to implement the activities in the location established by Cesvi and the venue's costs mentioned in the financial offer, if any, won't be taken into account.</p>	
Inputs from Cesvi:	
<p>Cesvi will provide:</p> <ol style="list-style-type: none"> The part containing Outcome Pathway B in the project proposal Technical comments and feedback on the outputs of the consultancy General oversight in the roll out of the consultancy Logistics when necessary Stationary for the theoretical component of the training Transportation for beneficiaries to and from the Training Venues (if necessary) <p>No other physical inputs will be provided by Cesvi, refer to the invitation and financial offer for the consultancy means and related fees/costs</p>	
Supervision and Monitoring	
<p>Cesvi will monitor the training implementation on a regular basis. Cesvi will make recommendations during the training if any relevant issue will come into light during the monitoring process.</p>	
Person Specification for the consultant (The qualification, knowledge, skills and attitudes required for satisfactory job performance)	
<p>Specification for the trainers (knowledge, experience, skills and personal attributes)</p>	<ul style="list-style-type: none"> • For the green construction training, trainers should be professionals of at least one of the sub-areas that constitute the Green Jobs curriculum (glazing, green electricity, green plumbing, water proofing insulation) • For the decorative finishing training, trainers should be professionals in both sub-areas that constitute the Decorative Finishing curriculum (painting and carpentry) • Bachelor Degree and/or Certifications are considered a plus • Should have relevant experience in training delivery • Previous experience working with NGOs is preferred • Excellent verbal, presentation, and listening communications skills

	<ul style="list-style-type: none"> • Be honest, trustworthy, and respectful • Possess cultural awareness and sensitivity to needs of vulnerable populations
<p>Specification for the contractor (experience)</p>	<ul style="list-style-type: none"> • Relevant previous experience in TVET organization • Relevant previous experience with INGOs and/or NGOs • Relevant experience in the green construction sector • The contractor will provide the trainees with all the necessary material for theoretical and practical activities. (The contracting authority in coordination with the bidder company can suggest to add or remove some extra tools and materials). <p><u>The equipment and material shall be provided with the only purpose of delivering the training: after the end of the training course, the material used will return to the service provider, with the only exception of the safety kits (Annex I), which shall be handed over to the trainees.</u></p>

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this consultancy. They are not intended to be an exhaustive list of all activities which may be required of the position in order to provide the deliverable agreed.

Certification

Service provider Signature: _____ Supervisor’s Title: _____

Printed Name _____ Date: _____

Supervisor’s Signature: _____ Date: _____

I _____ certify that I have read and understand the responsibilities assigned to this position.

I _____ certify that this job description is an accurate description of the responsibilities assigned to the position.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.