

Terms of Reference

Soft Skills Employability Training

Background:

As the Syrian Crisis enters its seventh year, close to four million displaced Syrians are living in neighboring countries. Lebanon has absorbed 1.2 million Syrian refugees, which has resulted in mounting pressures on overstretched public infrastructure, services, and resources. Hosting populations have progressively suffered from declining living standards, livelihood opportunities and access to quality basic services as the crisis has moved from an emergency state to its current protracted situation. Initial charitable sentiments and generosity toward the refugee populations are eroding and growing social volatility in the region is contributing to inter-communal tensions, political unpredictability, and economic stagnation. While the Syrian influx has exacerbated socioeconomic cleavages in both Lebanon, it has certainly not created them and renewed attention on addressing the root problems of these challenges is needed to move beyond the short-term gap-filling assistance that has characterized the Syria Crisis response to date. Women and youth are disproportionately affected and opportunities to access sustainable livelihoods and participate in public debate and policy decisions are particularly limited, leading to growing frustrations. Recent reports have highlighted a generalized discontent among refugees and host communities with regard to the international and national responses to the crisis across the region, citing in particular a lack of transparency in aid provision, weak impact on preparation for future crises as well as low levels of community input in aid planning and delivery.

For further information about DRC, please refer to our website: www.drc.ngo

The Project :

In 2019, Mercy Corps, the Danish Refugee Council (DRC), Oxfam in Lebanon and Al Majmoua established the Consortium “Linking Vulnerable Populations and Inclusive Market Networks to Advance Sustainable Economic Development in Lebanon” - or “LINKED” - to contribute to sustained, inclusive and sustainable economic development in Lebanon. DRC is the consortium lead.

With support from the European Union’s Madad Trust Fund (MADAD), LINKED intends to deliver an integrated livelihoods package comprising a series of mutually reinforcing and sequenced activities. On the one side, it will aim to ensure vulnerable households have enhanced capacities to identify and pursue decent livelihood pathways and improve access to employment opportunities for vulnerable job seekers through enhanced marketable skills and linkages with employers. In parallel, it will seek to strengthen capacities of selected local businesses to provide decent, inclusive and sustainable income generation opportunities.

The €14.5 Million program will be delivered in Bekaa, Tripoli and Mount Lebanon governorates most affected by displacement for a period of 32 months and will target Lebanese vulnerable populations and refugees. The action is designed so that each agency will serve as thematic lead for various elements of each output – DRC for employability, Mercy Corps for Business Support, Oxfam for Advocacy and Decent Work conditions, and Al Majmoua for financial inclusion – while DRC and Mercy Corps will be delivering the bulk of employability and business support activities in their own geographical area of implementation.

Specific Objective of the project include:

LINKED will sub-contract a private sector companies and/or established trainers located in Bekaa to provide employability skills to complement the Vocational Training (VT) and Work Based Learning (WBL) for 400 individuals.

Responsibilities:

- Have a clear curriculum for the below mentioned training modules
- The service provider must have the venue equipped with materials/tools required for each session topic.
- Test the level of each candidate.
- Concentrate on new methods that the participants can use to be more efficient.

COVID-19 Precaution Measures:

- Checklist with all precaution measures adapted by the service provider in term of class space, number of participants per session, provision of hygiene, A/C or Fresh Air etc...

Deliverables:

DRC will sub-contract a training institute to provide classes of employability skills training for a maximum of 400 individuals.

- The employability skills training curriculum should be adaptable to three levels (basic, intermediate and advanced), and cover the topics listed in the table below.
- The training provider should provide a detailed resume and certificates of the trainers.
- The length of the training may differ from one level to the other and topics can be modified as needed.
- The training provider should cover the below modules:

Module	Title	Topics
1	Access to employment	Job hunting (including digital), CV writing, interview skills
2	Behavior in the workplace	Team work, time management, stress and conflict at the workplace
3	Succeeding at work	Goal setting, problem solving, presentation skills
4	Advanced employability skills	Negotiation skills, strategic thinking, leadership

- The training provider should be able to adapt the training to an online version as needed.

Annex C

- Detailed schedule of the training and the curriculum will be provided to the participants.
- The service provider must have the venue equipped with materials/tools required for to each session topic.
- The employability skills course duration is expected to be maximum two days with three to four hours per day.
- Attendance sheets signed by participants.
- Provide the participants with a certificate of completion of the training.
- Provide beneficiaries with daily transportation allowances, refreshments, stationary etc...

Sample Daily work plan design and stages:

Activities / Tasks	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10
Discuss proposal with DRC	X									
Meet with participants and assess their level		X	X							
Delivery of training sessions on employability			X	X	X	X	X	X	X	X
Provide a report on the outcome of the training										X

Documents to be submitted

Qualified providers are expected to submit their application including technical proposal and a financial proposal.

- Registration papers for the organization, company, or establishment of the applier.
- Previous similar trainings conducted by the organization, company, or establishment.
- Individual Candidates, to submit personal resume and certificates with supporting documents that he/she had provided similar trainings.
- General description and historical background of the applier, along with the conducted activities and previous related experience by sharing examples.
- Clear curriculum for each module.
- Financial offer **signed and stamped** that includes clearly the unit price per Trainee per Course
- Cost per individual/trainee should include transportation fees, trainer, refreshments, stationary, personal protective equipment PPE material, certificate and utilities.
- Accommodation capacity to host trainees at the center.
- Applicants should apply directly to DRC’s supply chain department requirements as listed in this advertisement.

Experience and technical competencies:

- Clear articulation of the specific content of the employability skills training to be taught

Annex C

- Appropriate and clearly explained instruction methodology that encourages trainee participation, effective knowledge retention, and demonstrated capacity
- Clear demonstration of the capacity to adapt the content of the soft skills training to the educational level of participants including illiterate or semi-literate participants.
- Relevant experience and expertise of applicant institution and proposed instructors.

Evaluation Criteria

DRC will use the following criteria to assess applicants:

- 1- Clear curricula on the suggested trainings and similar with a timeline of each course.
- 2- Experience and background of the company and its teachers in the training delivery
- 3- Availability of support in reaching potential employers for job opportunities
- 4- Availability of centers and relevant tools for the suggested trainings in the targeted areas.
- 5- Capability of providing tool kits for the trainees including procurement and delivery
- 6- Center's condition and capacity for having courses running in parallel
- 7- Availability to DRC's monitoring of classes, quality, attendance collection and follow up
- 8- The cost per beneficiary including all the needed costs.
- 9- Capacity to Deliver online training if needed.
- 10- Covid-19 Precaution measure respected and adapted.

Location:

- Availability to conduct the proposed course in one or all of the target areas in Bekaa: Ghazze, Nasriyeh, Kab Elias, Zahle.
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