

Terms of Reference

Employability/Soft Skills Trainer

In 2019, the Danish Refugee Council (DRC), Mercy Corps, 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 programme 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.

Objectives:

LINKED will hire private sector companies and/or established trainers located in Tripoli to provide employability skills to complement the Vocational Training (VT) and Work Based Learning (WBL)

Responsibilities:

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

Deliverables:

DRC will sub-contract a training institute / trainer to provide classes of employability skills training for a maximum of 235 individuals *starting on the 20th of May 2021*.

- 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 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.
- Detailed schedule of the training, and the curriculum that will be provided to the participants.
- The service provider must have the venue equipped with materials needed to each of the classes in.
- The employability skills course duration is expected to be of a maximum of three to four days. 3 to 4 hours per day
- Attendance sheets signed
- Provide the participants with a certificate of completion of the training.
- Provide beneficiaries with daily transportation allowances

Sample Daily workplan design and stages:

w	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

Interested applicants should submit a technical proposal and a financial proposal.

- Registration papers for the organization, company or establishment of the applier.
- Previous similar trainings conducted by the company.
- Resume for individual candidates that are not represented by a company with supporting documents that he/she has provided similar trainings.
- Financial offer (signed and stamped) that includes clearly the unit price per:
 - Trainee per course
- Clear curriculum for each module.
- General description and historical background of the applier, along with the conducted activities and previous related experience by sharing examples.

Annex C _RFP/LBN/NOL/21/003

- Applicants should apply directly to DRC's supply chain department as listed in this advertisement
- Cost by beneficiary should include transportation fees, trainer, refreshments, certificate, utilities
- Accommodation capacity to host trainees at the center.

Experience and technical competencies:

- Clear articulation of the specific content of the employability skills training to be taught
- 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 life skills training to the educational level of participants, including to illiterate or semi-literate participants
- Relevant experience and expertise of applicant institution and proposed instructors

Location:

- Availability to conduct the proposed course in one or all of the target areas in T5: Tripoli, Mina, Badawi , Qalamoun, Koura, Minieh and Dannieh.
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