

Annex D

RFP/ BKA/23/002– Vocational Training

Vocational Training – Provision of employability skills training sessions.

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and whenever possible – for the fulfilment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Operating since 2004 in Lebanon, DRC has addressed the needs and rights of vulnerable populations, working initially with Palestinian refugees (since 2004), Iraqi refugees (2007-2010), Lebanese IDPs (during the 2006 conflict), migrant domestic workers (since 2009) and, since 2011, responding to the Syrian refugee crisis.

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

Background:

The situation in Lebanon among youth is severely marked by disillusion and hopelessness. To tackle the multifaceted problems facing vulnerable youth in Lebanon, DRC and partners supported by the Novo Nordisk Foundation under the CHASE (Capable, Hopeful, Accepted, Safe, and Engaged) project, will be implementing a holistic approach to empowerment. By combining elements of social protection livelihoods development and access to finance for youth and their families, the project will develop a comprehensive and scalable model for young people to become empowered and capable of reaching their aspirations.

The effort will target extremely vulnerable Syrian and Lebanese youth to enhance social, economic empowerment and self-reliance by disseminating learning and creating both working and business opportunities for beneficiaries enrolled.

General Overview

1) CHASE NOVO:

Under its Objective to improve employment opportunities and self-reliance for extremely vulnerable youth and their households, DRC seeking to appoint qualified private sector service provider ready to implement Vocational Trainings in Agro-food best practices and other topics in Beqaa (Majdel Anjar area) (Please check all details in the courses details table below) to enhance beneficiaries technical and marketable skills.

The Vocational Training courses duration are expected to be for a maximum of 120 hours per course provided 4 or 5 days a week, for 4 hours per day over the period of 6 to 8 weeks. The Training should include theoretical content in addition to the practical application of skills taught.

Responsibilities:

- Have a clear curriculum for the mentioned training modules below
- The service provider must have the venue equipped (Computer needed), programs needed (AutoCAD, Excel, Word and the other needed) 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.

Courses Details:

The trainings curricula should be adaptable to the levels mentioned in the table below. The Curriculums should range according to the topics mentioned in the below table to improve the capacities of beneficiaries within the defined fields. The length of the training may differ from one level to the other and topics can be modified as needed. The training provider should be able to adapt the training to an online version as needed.

LOT 1: Accounting

Course	Description	Region	# of Classes	# Of participants per class	# of Hours	Skill Level
Accounting	Accounting principles, balance sheets, profit & Loss, accounting for sales and purchase, software exercises, business transactions, Lebanese chart of accounts, annual statements, Tax, etc...	Beqaa Majdel Anjar	1	15 to 20	80	Beginner/intermediate Skills

LOT 2: Food Making, Argo-Food and Agriculture

Course	Description	Region	# of Classes	# of Participant per class	# of Hours PER CLASS	Skill Level
Agriculture	(Irrigation, horticulture, landscaping, Pest control, nurseries, etc.	Beqaa Majdel Anjar	1	15 to 20	80	Beginner/intermediate Skills
Agro-Food and Food Security	Sweets Production, food processing (Mounet), food prep packaging, branding, food photography, food safety and sanitation,	Beqaa Majdel Anjar	1	15 to 20	80	Beginner Skills

LOT 3: Maintenance

Course	Description	Region	# of Classes	# of Participant per class	# of Hours PER CLASS	Skill Level
Mobile and Computer Repair	Phone maintenance, computer maintenance, hardware, Troubleshooting and advanced troubleshooting.	Beqaa Majdel Anjar	1	15 to 20	80	Beginner skills

The Vocational Training assignment requires the following:

- Beneficiaries will include Lebanese and Syrians aged between 16 and 29 – Referred by DRC
- Attendance sheets would be filled and presented to DRC staff on daily basis
- Service Provider ought to follow-up with BENEFICIARIES on daily basis
- Service Provider would give DRC staff the flexibility to deliver other related trainings to the VT beneficiaries within their premises when needed
- Service Provider would provide beneficiaries with Transportation allowances **4 USD** per day
- Refreshments to be provided during sessions
- Drop-out rates to be counted only for beneficiaries who didn't attend more than 80% and less than 20% of the overall course period.
- Recap sessions should be considered as option for beneficiaries who attended below 80%

Workflow and Timeline

The workflow and timeline is detailed as follows:

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			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
- General description and historical background of the applier, along with the conducted activities and previous related experience by sharing examples.
- Cost by beneficiary should include transportation fees, trainer, refreshments, certificate, utilities, venue
- Accommodation capacity to host trainees at the centers.

Experience and technical competencies:

- Clear articulation of the specific content of the Vocational Training to be delivered
- 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 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 the assigned Region (Majdel Anjar)