



## **Call for Proposals**

*“Assessment of Youth Capacities”*

### **Terms of Reference**

**Ref:** FA-ST-YEE-BP-001-19

**Date:** January 16<sup>th</sup> 2019

#### **I. Background:**

**Al-Fayhaa Association** (*henceforth referred to as Al-Fayhaa*) is a Lebanese non-profit NGO that aims to develop and rehabilitate the community through educational programs, and socio-cultural activities. Al-Fayhaa was founded in 1999 and was officially established on 8\10\2008 holding the registration number 1254 AD.

Al-Fayhaa has no political nor sectarian orientation; it only adopts the principle of neutrality and non-alignment of any of the partisan spectra maintaining the same distance from everyone. Al-Fayhaa commits through the implementation of its projects the principles of human rights, which includes responsibility and commitment to the rule of law and the empowerment and participation and integration, justice, equality and nondiscrimination and a focus on children with special needs and learning difficulties.



## II. The Program

### ***“Social Transformation through Youth Engagement and Empowerment”***

The project aims at creating an inclusive environment for youths coming from various economic, social and academic backgrounds.

Once grouped together, they will be trained on various topics related to entrepreneurship and social inclusion. During the implementation of the training program, they will be divided into teams according to their strengths and skills.

Training program will comprise of the following courses:

- Social Inclusion: to strengthen social cohesion by promoting dialogue and exchange of experiences between youth from different socio-economic backgrounds
- Youth-Adult Partnerships: To cultivate group skills and build collaborative relationships wherein youth and adult equally share decision-making power.
- Design Thinking for Innovation: to entice youth to think differently by gaining empathy, solving problems, ideating ideas and prototyping.
- English for Entrepreneurs: to possess a good command of English to boost economic prospects and open doors to the world market.

By the end of the program, each group will be submitting a detailed business plan for funding by Al-Fayhaa who will select the teams with the 3 best plans and grant them with a mini award to help them kick start their initiative.

The program is funded by the US embassy in Beirut.

### **Who are we impacting?**

80 youths from the area of Tripoli and its suburbs from different educational, economic and social backgrounds.

### III. **Work Scope**

To implement this program, Al-Fayhaa is seeking a management consultant or a consultancy firm who will be charged with assessing those youths who will apply for the program and help in dividing them into groups according to their strengths rather than their socio-economic backgrounds.

The main areas of strength that Al-Fayhaa needs to assess are:

- Strategic Thinking
- Executing
- Influencing
- Relationship Building

#### 1) **Services to be provided**

The services required by Al-Fayhaa are detailed as follows:

- Supervise the youth who will be answering the questionnaire and provide them with clarifications.
- Collect completed questionnaires and conduct qualitative assessment of the results.
- Develop comprehensive report for every beneficiary.
- Divide youths into teams of 5 – 10 according to their test results.

#### 2) **Contract Type**

Short-term services agreement

#### 3) **Reporting & Hierarchy**

Contracted consultant will report directly to the Project Manager, and indirectly to the General Manager of Al-Fayhaa. He / she will also be closely working with the outreach coordinator during the assessment phase.

#### 4) **Facilities to be provided by Al-Fayhaa Association**

Al-Fayhaa will provide the working space for the coordinators in addition to all the required needs to fulfill their duties.



**5) Equipment**

No equipment is to be purchased on behalf of Al-Fayhaa as part of this service contract or transferred to Al-Fayhaa at the end of this contract. Any equipment related to the successful execution of the services must be communicated to Al-Fayhaa's procurement department and purchased as per its implanted procurement policy.

**6) Incidental expenditure**

Under these Terms of Reference, Al-Fayhaa does not justify any incidental expenditure. It reserves the right to reject payment of any incurred expense if it is not approved by Al-Fayhaa's Procurement Manager.

## **IV. LOGISTICS AND TIMING**

**1) Location**

**1.1) Primary Location**

Primary activity location is Al-Fayhaa Association main headquarters located in:  
City Complex – 1st Floor – Riad El Solh Road  
P.O. Box 1327 – Tripoli, Lebanon

**2) Start date & period of implementation**

The intended start date is immediate and the period of implementation of the contract will be 20 – 30 days from the contract signature date. Period may be extended depending on the extension of the program and / or provision of additional funding.

## V. REQUIREMENTS

Hired contractors must comply with the following requirements:

### **In case of individuals:**

#### **1) Professional Qualifications**

- At least 10 years of professional experience in management and development of assessment tools.
- Experience in working with youths aged between 15 and 24.
- Previous experience in working with local or international NGO's is a plus.

#### **2) Educational Qualifications**

- Master degree in Business Administration, Psychology, Sociology or similar fields.

#### **3) Core Skills**

- Spoken and written fluency in English, French & Arabic.
- Excellent writing skills especially reports.
- Leadership skills are a must.
- Excellent interpersonal and networking skills.
- Strong oral and written communications skills.
- Able to establish and maintain effective working relations with people of different cultural backgrounds.
- Strong organizational skills and attention to-detail.
- Maturity, good moral character, and integrity
- Knowledge of contextual diversity of various areas of Tripoli, Lebanon.
- Must pass background checks.

### **In case of Firms or Centers:**

An officially registered firm or organization with qualified personnel as per the above requirements:



## VI. Special Instructions

- Application documents may be submitted by mail or in person.
- Application documents submitted by email must be sent to [procurement@al-fayhaa.org](mailto:procurement@al-fayhaa.org)  
E-Mail title must be:  
**“Assessment of Youth Capacities – ST-YEE - Terms of Reference”**  
E-mails without the above title will be disregarded.
- Application documents submitted in person should be sent to the following address:  
**City Complex – 1st Floor – Riad El Solh Road**  
**P.O. Box 1327 – Tripoli, Lebanon**  
**Tel: +961 6 44 66 81**
- Application documents submitted in person should be sent to the following the following statements in block letters on its back:  
**“Assessment of Youth Capacities – ST-YEE - Terms of Reference”**

## VII. Documents to be submitted

- Detailed budget
- Recent CV or Resume of the individuals who will be working on the project:
- Invoice at the end of the service.



## **VIII. Instructions to Submit Applications:**

Last Submission Date: Thursday, January 17<sup>th</sup> 2018

Closing Time: 12:00 pm

For any inquiries, please contact:

Alaa Arnaout  
Procurement Officer

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E-Mail: [alaa.arnaout@al-fayhaa.org](mailto:alaa.arnaout@al-fayhaa.org)