# Introduction

Amel Association International (Amel) is a Lebanese and non-sectarian NGO created in 1979. Amel works through 32 centers, 6 mobile medical units, 2 mobile education units and 1 protection unit, and for more than 40 years has supported the poorest regions of Lebanon, from Beirut and its South Suburbs to Mount Lebanon, Bekaa and South Lebanon. Amel offers accessible services for all in the following fields: food security, health, education, protection, child protection, gender-based violence, livelihood, promotion and protection of human rights, rural development.

# Scope of Work

**Objectives:**

The primary objectives of the training program are as follows:

* Express their emotions and share experiences in a safe place
* Provide mental health support through creative sessions
* Discuss challenging situations and explore problem-solving solutions
* Enhance team cohesion and foster mutual support

**Scope of Work:**

The trainer will be responsible for the following tasks:

* Based on the needs of the team, develop a detailed plan, outlining the topics, approaches, timing, activities and learning outcomes of each session and materials
* Develop and deliver engaging dramatherapy sessions
* Lead dramatherapy sessions, which may include activities like role-playing, improvisation, storytelling, or any other techniques
* Facilitate discussions and group activities to encourage sharing, listening and learning among participants
* Offer emotional and psychological support to participants during sessions and resources
* Conduct a continuous monitoring, evaluate the effectiveness and progress of the dramatherapy, and make necessary adjustments to the approach
* Provide a comprehensive report that includes participant evaluations, recommendations, and suggestions for future initiatives

**Deliverables:**

The trainer will be required to deliver the following outputs:

* Sessions plan outlining the objectives, activities, and expected outcomes of each session
* Engaging on interactive sessions with several dramatherapy techniques and activities
* Regular reporting on observations, progress and any particular change from the participants
* Share an evaluation form with the participants on the content of the training
* Final report on sessions objectives, situation, outcomes, participants’ feedback and recommendations
* Materials to be shared with participants on the principles and benefits of dramatherapy

**Timeframe:**

**The training program is expected to be completed within 3 weeks of the signing of the contract. The workshop itself should not exceed 2h per month. It should take place once per month, from the second week of September 2024, until December 2024.**

# RFQ submission

We would appreciate receiving your complete bids on or before Friday 30-08-2024 strictly to procurement department via email: [procurement@amel.org](mailto:procurement@amel.org).

# Request for clarification

Only for clarifications, bidders are required to submit any request for clarification in respect of this RFQ by email: procurement@amel.org . The deadline for receipt of question is Friday 23-08-2024.

The questions from all the suppliers would be consolidated by the engineer in the field and answered collectively. To ensure that the same level of information is conveyed equally to all participating suppliers, response to a question raised by one supplier can be shared with all the other suppliers.

# Commercial requirements

* Please provide Commercial Offer Form (without VAT)
* Currency: Please submit your offer, preferably in USD.

# Period of validity

Your quotations should be valid and binding for at least for 30 days from the date of submission of the RFQ.

# Qualifications and Expertise:

The trainer should possess the following qualifications and expertise:

* A bachelor’s degree in psychology and a master’s degree/diploma in dramatherapy and/or clinical psychology
* Extensive experience on providing dramatherapy to groups in operational settings
* Proven experience, including preparing and delivering interactive and effective dramatherapy sessions
* Very strong knowledge of dramatherapy techniques and approaches
* Very strong knowledge of psychological theories, therapeutic principles, and methodologies.
* Strong knowledge of communication skills
* Strong interpersonal skills to build a safe and learning space with participants
* Very good knowledge of conflict resolution
* Excellent facilitation skills
* Very good understanding of NGOs organizational culture and operational contexts
* Proficient in Arabic and English

# Subcontracting

Under no circumstances is the service provider allowed to sub-contract any of the services quoted above without informing Amel, failure to abide by this results in immediate contract termination.

# 9. Terms of payment

Upon the receipt of an invoice including list of purchased supplies, description and prices, Amel would within 15 days pay the requested amounts after the validation by the Procurement officer, finance officer and project coordinator.