

Request for Proposals 2023/003
Terms of Reference for English Courses
Consultant / Institution / Organization

I. Project in Brief:

EQIE Program is a 5-year program (2020-2024) funded by the Norwegian Agency for Development Cooperation (NORAD). It aims to improve the reading skills for 10000 children and youth aged 3 to 10 years old, through a school and community-based and e-learning approach through engaging teachers and coaches in RTP's PBL Methodology. In addition, the program will increase the enrollment of children with disabilities in schools. Complimenting school-based activities, initiatives at the community level will aim to create an enabling, safe and inclusive learning environment that is supportive of children's wellbeing. In order to respond to the country's context, the program will maintain a broadened target group to include Syrian refugees, in addition to Palestinian refugees, and disadvantaged Lebanese host communities. Target locations will include 10 Palestinian refugee camps in addition to settlements where many Syrian refugees reside, spread out across 3 Governorates: Beirut, South, and North. Acknowledging that the geographical areas with the highest concentration of refugees are also the areas most affected by poverty, disadvantaged communities in surrounding areas will also be targeted. Further building on its established relationships with civil society organizations, RTP will continue collaborating with a range of community-based implementing partners throughout the program implementation.

II. Overall purpose of the English courses:

RTP is seeking for an expert consultant to deliver an English courses for 48 parents/mothers in the kindergartens/educational centers in Beirut, South, and North in the Palestinian camps. The objective of this consultancy is to upgrade the ability of 48 mothers to read, write, and speak simple English "level 3" used on daily basis after attending 2 full courses "level 1 & 2".

III. English courses methodology:

The English course should take place in 4 Palestinian Camps across South and North. The course will be delivered during **8 months (3 days/week-2 hours/day and should be completed by November 15, 2023)**.

The English course should be based on the Lebanese curriculum and could contain some competencies from international curricula. The Level of the curriculum should be level 3 (Grade 2 and 3). The level or the course can be adapted based on a placement test. The 48 mothers will be divided into 4 groups: Each group is about 10 to 13 mothers (**Naher El Bared, Burj Shemali, Ain El Helwe, and Rachidiye Camps**)

IV. Consultant responsibilities will include the following:

English for parents/mothers course:

- Setting a placement test to know parents/mothers English level;
- Teaching the parents/mothers English language: reading, writing and speaking as per the classified levels using Play Based Learning Methodology “PBL” and active learning methodologies.
- Measuring the progress of parents/mothers in English through assignments, pre-test, post-test, and quizzes and filling out an attendance sheet for each session;
- Writing Reports: The consultant need to prepare and **submit reports** (monthly, and final), highlighting the parents/mothers’ performance, sharing recommendations and lessons learned.
 - The report is expected to include: an executive summary, a detailed description of the methodology and works’ evolution, a table listing challenges and limitations faced, solutions adopted to overcome them etc.

V. RTP responsibilities will include the following:

- Provide the consultant with an overview and guidance on EQIE Project;
- Provide the consultant with list of 48 parents/mothers dsitributed per locality
- Orient the consultant on RTP policies and procedures and have the consultant sign the Protection against Sexual Exploitation and Abuse (PSEA) along with agreement;
- Provide feedback to preliminary results;
- Review reports submitted by the consultant.
- The consultant will be directly reporting to EQIE Project Manager at RTP Lebanon office, who will serve as the focal point person.

VI. Time frame

The consultant should provide teaching classes for 48 mothers at the premises of 4 Learning support centers in 4 Palestinian camps (**Naher El Bared, Burj Shemali, Ain El Helwe, and Rachidiye Camps**) (**centers in North, Beirut, Saida and Tyre**) for the parents/mothers under the supervision of RTP Staff.

The assessment process will begin as soon as a contract with the consultant is signed and must be completed with the submission of final report, the approximate timelines for regular activities are as per below:

Activity / Task	Deliverable	Time frame
Placement test for the 48 parents/mothers	Set a diagnostic test <ul style="list-style-type: none"> To know each parents/mothers English level in terms of knowledge and skills 	1 week at the beginning of the course to adapt the syllabus if needed
Training mothers on reading writing and speaking English	<ul style="list-style-type: none"> Delivering English Courses for UNRWA/Learning Support centers' mothers during 8 months, 3 sessions per week, 2 hours per session for 10 to 13 mothers. Integrating the four language skills (Reading, Speaking, Listening, and Writing) during the lessons. Choosing topics that should be in interest for mothers and based on things that they encounter in their daily lives. Each topic delivered should last for two weeks. Reading, Phonics, Grammar and Writing) should be covered in relation to each topic. Listening and speaking will be automatically integrated with whatever skill tackled. Following the student-centered method during the sessions. Involving songs, games, videos, pictures, presentations and many other engaging strategies in each lesson. 	Throughout the year
Assignments, tests and quizzes to measure the progress of mothers in English	<ul style="list-style-type: none"> Giving assignment, quizzes and tests including a pre-test at the beginning of the course and a post-test at the end of the course. 	Giving assignment after each session and quizzes every 4 weeks and a test every 8 weeks.
Projects submission as an active learning based on student centered method	<ul style="list-style-type: none"> Encouraging mothers to submit two simple projects in relation to the discussed topics. 	2 projects per year (a project in the middle of the course and another one at the end of the course)
Submission of attendance sheet for listing the adolescents to make sure that they are attending and following up	<ul style="list-style-type: none"> Fill out an attendance sheet 	Every session

Date, signature and stamp is needed

Additional note:

- The consultant should provide the needed books and stationery to the participants.
- The collaboration will take the form of a consultancy. The detailed process/timeline would be discussed in details with the selected consultant.

VII. Budget and payments

The prospective consultant should provide a budget which includes the rate per parent/mother. Please note that the budget will be covered by RTP, the consultant should include all the required cost for the consultancy. RTP payment will be divided as follows:

- First payment of **30%** of the total contract sum for subsistence upon signing the contract and registration and materials of participants .
- Second payment of **40%** upon delivering half the course material.
- Last payment **30%** within 15 days after completion.

Under no circumstances should the consultant invoice for more than the agreed contract. The consultant should send RTP the final outcome assessment. Full payment will be contingent on receipt of all deliverables as detailed above with approval of the Final Report by the assessment committee.

VIII. Qualifications of the consultant

A required consultant should have the following competencies and experience:

- Proven **5 years and more of experience** and knowledge in implementing basic English language for parents/mothers – it is a plus if experience with participants who have challenging educational background as vulnerable and school dropouts;
 - Demonstrated experience, high background and knowledge in creation and maintenance of safe learning environments;
 - Demonstrated understanding and support of principles of equity, participation and inclusion.

IX. How to Apply

Interested applicants are requested to submit the following documents:

- Cover Letter, suggested approach, and methodology - 1 Page max;
- Resume of key staff involved, and roles envisioned (if interviewed involved staff should be on board)
- Financial proposal (attached as PDF) should be signed and stamped in **USD / TTC (Fresh)**
- Preferred payment method should be mentioned i.e., **Bank Wire transfer to fresh account or cash letter (please note we do not make cash payment)**
- Registration and legal permits.



The proposal must be submitted **no later than Wednesday February 22, 2023** to:

Mrs. Mariam Zaytoun, Logistics Officer and Mr. Kevoork Dersakissian, Logistics Coordinator.

For any further inquiries kindly contact Mrs. Zaytoun between 9:00 AM to 4:00 PM on **70259865**

N.B. Incomplete proposals will not be considered.

The following should be clearly stated in the email heading: **“English Courses Consultant / institution / Organization”** Early submissions are encouraged and appreciated. While we thank all applicants for their interest, only those selected for interviews will be contacted.

Competitive budgets would be considered.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about how we are and what we do, please visit our website at www.righttoplay.com