



Call for Applicants

Therapist for

Basic Literacy and Numeracy &

Retention Support Program

Terms of Reference

Ref: FAY-THR-001-18

Date: May 2nd 2018

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

Part 1 - Basic Literacy and Numeracy services to boys and girls who lack the minimum skills to join formal education - UNICEF

This project aims to provide basic numeracy and literacy courses to 300 girls and boys aged between 7 and 14 years to prepare them for entry in the ALP programming in 2018. Interventions will take place in the area of Tripoli and entails food, minimum transportation where required, learning materials, referral for psycho-social support or other support services as well as engagement with parents on the roles and responsibilities under their “Duty of Care”.

The program is funded by UNICEF and is implemented under the direct supervision of the Ministry of Education and Higher Education.

Who are we impacting?

- 300 girls and boys aged 7-14 years
- 19 teachers

Part 2 - Support and Retention of At-Risk Boys and Girls Enrolled in Lebanese Public Education – UNICEF.

This project aims to provide homework and remedial support for struggling students in public schools across Lebanon. Students are provided approximately 96 hours of support at the end of the school day empowering them to become independent learners and encouraging school retention throughout a period of 2-3 months. The public school teachers involved in the project are trained and offered continued support throughout the program.

The program is funded by UNICEF and is implemented under the direct supervision of the Ministry of Education and Higher Education.

Who are we impacting?

- 16 schools
- 2100 children
- 84 teachers

III. Work Scope

1) Services to be provided

Al-Fayhaa is currently seeking to contract with an external therapist for children with special needs or a center of specialists to provide the following services for the targeted children who are enrolled in the program:

- 1) Speech Therapy
- 2) Psychological Assessment
- 3) Psycho-Social Support
- 4) Management of Severe Cases
- 5) Collaboration with classroom teachers to develop more effective support services for children

The beneficiary children will be referred to the therapist via Al-Fayhaa's social workers. Once referred, the therapist is to follow-up on each case and ensure that adequate measures are taken in order to remedy whatever problems those children are facing.

Therapist is expected to submit a complete report on every case he/she receives and which includes at least the below information:

- Name of the child
- Initial diagnosis
- Number of sessions
- Progress of the child and his/her responsiveness to the treatment
- Final outcome of the case

2) Contract Type

Services Agreement – 9 months

3) Reporting & Hierarchy

Contracted therapist will report to:

- a) The project manager of the program regarding the processing of cases
- b) The procurement manager regarding the process of payments and delivery of reports.
- c) The General Manager of Al-Fayhaa regarding any other matter.



4) Facilities to be provided by Al-Fayhaa Association

Contracted party is to host all the referred cases in their premises.
Contracted party is to submit pictures of their clinics with the offer.

In case the selected party is a person who does not have a clinic, Al-Fayhaa will provide the necessary working space. Operation costs of the working space will be deducted from the therapist's hourly rate.

5) Financial Compensation

Al-Fayhaa will reward the selected therapist on a session basis.
The maximum number of sessions shall not exceed 120 distributed over 9 months.
Interested individuals or firms are to declare their hourly rate in their proposals.

6) Center Visits

Due to the nature of their duties, contracted therapists may be asked to conduct several monitoring and supervision visits to Al-Fayhaa's BLN centers or the schools beneficiary of the Retention-Support program and which are all located in Tripoli.
The schedule of visits will be agreed upon with the project manager ahead of time and communicated properly with Al-Fayhaa management.

7) Start date & period of implementation

The intended start date is immediate and the period of implementation of the contract will be nine (9) months from the contract signature date. Period may be extended depending on the extension of the program and / or provision of additional funding.

8) Compensation of Working Hours

Performance of the contract (and therefore payment) is based solely on the actual completed sessions on the basis of the fee rate mentioned in the financial offer.



9) Conflicts of Interest

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

10) 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.

11) 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. REQUIREMENTS

Hired contractors must comply with the following requirements:

In case of individuals:

1) Professional Qualifications

- At least 3 years of professional experience in therapy of children with special needs and psycho-social support.
- Experience in working with children aged between 6 and 16.
- Previous experience in working on similar projects in a plus.

2) Educational Qualifications

- Bachelor degree in special education, recreation, social work, physical therapy, occupational therapy, speech therapy, psychology or related field preferred. Master degree is a plus.
- Applicants with vocational degrees of TS or higher in the above fields are also encouraged to apply.

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

V. Documents to be submitted

- For individuals:
 - 1) Recent CV or Resume.
 - 2) Cover Letter highlighting why applicant should be selected.
 - 3) A signed DECLARATION using the format attached to these Terms of Reference.
 - 4) Scan or Copy of Identification Document.
 - 5) Signed copy of the LEGAL ENTITY document (attached to these Terms of Reference).
 - 6) Signed copy of the FINANACIAL IDENTIFICATION document (attached to these Terms of Reference).
 - 7) Pictures of the premises in which sessions will be conducted.
 - 8) Recent Judiciary Record. (سجل عدلي حديث)
 - 9) Financial Offer as per the attached template.
 - 10) Technical Offer highlighting the services that will be provided.

- For firms and organizations:
 - 1) Official registration documents
 - 2) Company profile
 - 3) List of CVs of experts
 - 4) Scan or Copy of Identification Document of Owner / Founder.
 - 5) Signed copy of the LEGAL ENTITY document (attached to these Terms of Reference).
 - 6) Signed copy of the FINANACIAL IDENTIFICATION document (attached to these Terms of Reference).
 - 7) Pictures of the premises in which sessions will be conducted.
 - 8) Financial Offer as per the attached template.
 - 9) Technical Offer highlighting the services that will be provided.

VI) Instructions to Submit Applications:

Interested parties are to submit their offers by mail or in person.

10) For offers sent by mail:

- Complete offer and documents must be sent to: procurement@al-fayhaa.org
- E-Mail title must be:
“Tender for Therapy Services – Terms of Reference”
- E-mails without the above title will be disregarded.

11) For offers submitted in person:

- Complete offer documents shall be sent to the following address:

**City Complex – 1st Floor – Riad El Solh Road
P.O. Box 1327 – Tripoli, Lebanon
Mr. Fadi El Darwich
Tel: +961 6 44 66 81**

- Complete offer documents must be in a sealed envelope with the following statements in block letters on its back:
“Tender for Therapy Services – Terms of Reference”

Last Submission Date: Friday, June 1st, 2018

Closing Time: End-of-Business – 4:00pm

For any inquiries, please contact:

Mr. Fadi El Darwich
Procurement Manager

Phone: +961 6 44 66 81

E-Mail: procurement@al-fayhaa.org