

**Terms of Reference for an implementing partner  
to conduct Work Based Learning programme in Lebanon**

**Summary description**

<b>Expected implementation period</b>	15 June 2024 – 30 June 2025 (12.5 months).
<b>WBL implementation duration</b>	1.5 to 2 months (6 to 8 weeks)/per occupation (20% in-class and 80% WBL/OJT components on the basis of 30% theoretical and 70% practical).
<b>Complementary services</b>	Profiling, career guidance and orientation, post training support (employment counselling and placement, basic literacy and numeracy (BLN), business development services/skills (BDS), etc.), Monitoring & Evaluation and reporting.
<b>Targeted beneficiaries</b>	Total number of beneficiaries: 150 persons Women, youth, displaced non-Lebanese, persons with disabilities in vulnerable situation (extreme poverty rural/urban areas, unemployed, underemployed, graduates/new entrants, workers in informal economy, etc. May include previous trainees under ILO projects or other UN and development agencies based on eligibility criteria and ILO approval. 50% of women, 5% persons with disability (training should observe inclusiveness), 50% Lebanese, 50% non-Lebanese.
<b>Sectors in focus</b>	Manufacturing (dairy, agrifood-mouneh, non-alcoholic beverages, machine operator, packaging). Healthcare sector (healthcare assistant) Craft (sewing) Services (hospitality)
<b>Geographical coverage</b>	Governorates: North Lebanon, Akkar, Mount Lebanon, Beirut.

**Projects supporting this ToR**

<b>Country</b>	Lebanon	<b>Project</b>	Global Programme for Skills and Lifelong learning 3 – Lebanon component SkillUp
<b>Outcome:</b>	More individuals, especially vulnerable groups, can access and benefit from innovative, flexible and inclusive lifelong learning options, encompassing work-based learning and quality apprenticeships		
<b>Outputs:</b>	Work-based learning and apprenticeship enhanced. Career guidance and counselling services in place.		
<b>Activity / BL</b>	Number of training programmes greened (green skills, just transition). Capacities of number of participating companies in WBL strengthened. Number of vulnerable persons trained and certified through WBL programmes. Number of vulnerable persons trained and certified benefit from core work skills programmes (digital literacy and entrepreneurship for improved employability).		

<b>Country</b>	Lebanon	<b>Project</b>	ENABLE
<b>Pillar:</b>	Demand-driven Work-based Learning (WBL)		
<b>Objective:</b>	<b>Improving living conditions and resilience of refugees displaced by the Syrian crisis and vulnerable hosting communities in Lebanon</b>		
<b>Output: Activity / BL</b>	Enhanced skills development opportunities for vulnerable populations in Lebanon		
	1.2.1 Beneficiaries enrolled in vocational training/WBL programmes and granted access to the labour market		

<b>Country</b>	Lebanon	<b>Project</b>	SOLIFEM
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<b>Objective:</b>	<b>Support the transition from the informal to the formal economy through tripartite social dialogue in the countries of the Southern Neighbourhood, with a particular focus on Algeria, Egypt, Lebanon and the Occupied Palestinian Territory.</b>
<b>Output: Activity / BL</b>	Enhanced skills development opportunities for vulnerable populations in Lebanon 12.02.03 Build capacity to support the upgrading of informal apprenticeship systems

## 1. Background & Context

With funding from the Norwegian Agency for Development Cooperation (NORAD), the International Labour Organization (ILO) is implementing a Global Programme on Skills and Lifelong Learning (GPSL3) to support the establishment of effective skills and lifelong learning skills system. The [ILO Global Programme on Skills and Lifelong Learning \(GPSL3\)](#) aims to provide coordinated and enhanced support to ILO constituents to develop and implement new generation skills and lifelong learning ecosystems for decent Future of Work. The Lebanon component SkillUp<sup>1</sup> seeks to enhance market-responsive skills training through WBL and apprenticeship opportunities within enterprises to improve employability of vulnerable groups entering or re-entering the labour market. The programme will follow a blended approach and it will include pre-enrolment career orientation, post-training support (job matching, referral to BDS, etc.), potential support to enterprises involved in WBL and apprenticeship programmes to improve skills utilisation, productivity and working conditions. Furthermore, tracer studies using ILO Service Tracker will follow the training to collect data on their employment outcomes. Programme is implemented at National level focusing on vulnerable communities in rural and urban regions.

With funding from the European Union, the International Labour Organization (ILO) is implementing ENABLE programme focusing on providing livelihoods opportunities to enhance the economic capacity of the most vulnerable and marginalized communities residing in targeted areas. The programme provides integrated employment services and short - term employment opportunities, which will reduce dependency on social assistance for the extremely poor and vulnerable, contributing towards social cohesion. The programme focuses on improving skills for employment for refugees and host communities. Programme activities are being implemented in Beirut, Mount Lebanon, North/Akkar, and South/Nabatieh governorates.

With funding from the EU, the general objective of SOLIFEM project is to support the transition from the informal to the formal economy through tripartite social dialogue in Lebanon and other countries in the region, including Algeria, Egypt, and the Occupied Palestinian Territories (OPT). It will pursue this objective through strengthening the capacity of the ILO tripartite constituents to act through social dialogue on two fronts –first, the development of integrated strategies on formalization and second, the development of skills training and recognition systems, with a particular focus on women and youth. Developing the capacity of youth women and men in the formal and informal labour markets, will help them overcome challenges in accessing formal jobs in that sector and support the national initiative of the ministry of industry in responding to food security crises that may arise due to the economic and political situation.

Outcome 2: Skills development systems that enable young people and women in the informal economy to access formal employment

## 2. Assignment Objectives and expected results

The overall objective of this assignment is to provide market responsive skills training and post training support to vulnerable host communities and Syrian refugees to enable their transition to the labour market. The training targets 200 beneficiaries satisfying the required vulnerability selection criteria, social equity, and inclusiveness.

Depending on the occupation selected, participants may be selected from previous and current ILO Employment Intensive Infrastructure Project (EIIIP), ILO skills projects, related projects supported by local and international development partners and/or funded by EU, relevant trainees/graduates from public or private training institutions, and workers seeking to improve their economic status and employability. Participants who have been trained previously on same occupation proposed are not eligible to take part in this training.

**More specifically, the objectives of the assignment are to:**

<sup>1</sup> [SKILL-UP Lebanon – Phase II \(ilo.org\)](#) and I

- (1) Conduct career counseling including skills profiling
- (2) Provide TVET/WBL programmes to 150 beneficiaries that facilitates their transition into employment
- (3) Facilitate job placement opportunities to training graduates in decent jobs
- (4) Provide post-training support and referral services (employment counseling, awareness raising on decent work/rights and responsibilities at work, core work and soft skills, entrepreneurship skills, referrals to further VI)

Expected results:

Through this assignment, it is expected that 150 vulnerable beneficiaries have been trained and certified in WBL programme of which 60% of training graduates have improved their employment status two months after graduation from skills development services.

Other expected results include but not limited to:

- # of market-relevant competency-based WBL training programme implemented
  - # competency-based curricula and training materials adapted for WBL. **Specifically, two training curricula should be adapted or developed for the dairy production and non-alcoholic beverages sectors (one for each sector).**
  - # of trainers, mastercraft persons, supervisors, coordinators, etc.. trained to implement the WBL
  - # of social partners involved in coordination, referrals and post training support
  - # of vulnerable individuals certified on WBL opportunities (certification by Government authorities and/or private sector)
  - # of employers/companies engaged in WBL opportunities and WBL agreements signed
  - # of job opportunities/vacancies identified
  - # of trainees received core work skills training
  - # of trainees referred to job opportunities of trainees/graduates placed in decent jobs for at least two months (60%)
  - # of trainees received awareness raising on rights at work (100%)
- Further details on other expected results are listed in annexes.

To note that all indicators and target should take into consideration disaggregation by gender, age, nationality, geographical distribution, disability, and employment status.

### 3. Scope of Work and Methodology

As per ILO definition, work-based learning refers to all forms of learning that takes place within a work environment. Apprenticeships (formal and informal), internships/traineeships and on-the-job training are the most common types of work-based learning. These types usually combine elements of learning in the workplace with classroom-based learning. It demands close collaboration between social partners, enterprises, public authorities and TVET institutions. Quality apprenticeships offer a variety of benefits to apprentices, enterprises and governments. They include: (a) facilitating transitions to employment; (b) matching skills supply with fast-changing labour market needs; (c) increasing productivity and promoting sustainable enterprises; and (d) offering a cost-effective form of training delivery. Through equipping youth and workers with relevant skills and enhancing their resilience, apprenticeships can contribute to rapid recovery from the multifaceted crisis.

ILO is seeking an implementing partner **to deliver demand driven blended TVET/WBL** programmes in above suggested sectors that reach vulnerable groups including NEETs<sup>2</sup>, dropouts, unemployed youth, informal workforce within Lebanese host communities and refugee populations among other selection criteria as defined below. These training programmes aim to improve knowledge, skills and professional readiness of youth and adults to facilitate their integration in the labour market, thereby stabilizing their livelihoods and supporting incomes for the target group as well as their dependents. These training programmes will be competency based and market-relevant designed to meet the skills needs of targeted population and the job requirements in targeted communities.

The training programme should follow strictly the ILO systemic approach to skills training, using ILO resources adapted to Lebanon context, including: [ILO-UNICEF WBL Manual](#), [ILO CBT Manual](#), [ILO Guidelines for non-formal market-based skills training](#)<sup>3</sup>, [Code of Conduct for Employers Implementing Workplace-Based Learning Programmes \(ilo.org\)](#). Training programmes

<sup>2</sup> Not in Education, Employment, or Training

<sup>3</sup> For further reading: [Skills: ILO Toolkit for Quality Apprenticeships - Vol. 1: Guide for Policy Makers](#), [Skills: ILO Toolkit for Quality Apprenticeships - Volume 2: Guide for Practitioners](#)

should be Competency-Based (CBT) and Curricula accredited by relevant authorities. Where relevant and possible, training programmes should make use of existing accredited Competency-Based Curricula (CBC) by DGTVE and adapt as per training needs. The ILO developed a series of CBC in related sectors that will be made available to selected implementing partner for use. (see list of curricula in attachment)

Beneficiaries will be trained and certified on skills relevant to the labour market and will receive post training referrals and relevant support services to further their employability. They will benefit from pre-enrollment and employment counselling guided by trained and certified staff on post training support services throughout the implementation of the assignment. Furthermore, eligible beneficiaries will be thoroughly assessed and referred to business start-up training provided either through this assignment or other ILO projects and/or other training opportunities offered by other development partners. The implementing partner will prioritize post training services against identified beneficiaries' needs and will have to ensure necessary follow-up to secure relevant service.

The implementing partner will profile the beneficiaries to collect relevant social, economic, and demographic statistical data, skills set and competencies, including past skills training and evaluate their willingness and eligibility to join the programmes, and will conduct career counselling sessions to evaluate their capacity and readiness to access employment opportunities. The implementing partner will deliver job placement services to graduates at the end of the training programmes. The service should seek relevant coordination and collaboration with relevant key stakeholders towards successful implementation.

The implementation cycle of training programme should consist of the following main processes:

- Planning for the training programmes.**
- Conduct skills profiling and career counselling sessions for training participants.**
- Developing demand driven training programmes.**
- Organizing and delivering the training programmes.**
- Provide pre/post assessment for participants in the training programmes.**
- Employment/placement of training programmes graduates.**
- Monitor the employment of the beneficiaries.**
- Reporting and documentation.**

The implementing partner will undertake the following tasks for each of the above-mentioned processes:

#### **Planning for the training programmes**

- Conduct desk review and where necessary complement with consultations and key informant interviews to map available job vacancies in selected occupations/sectors, and specific industries and enterprises ready to engage and support WBL programmes, including relevant stakeholders as potential partners to support implementation. No in-depth market assessment is required in this assignment and should not be budgeted for.
- Analyse the feasibility of conducting the WBL programmes in the identified enterprises for the selected occupations, ensuring relevant OSH conditions are in place.
- Based on desk review and field assessment of available opportunities, finalize planning for WBL programme and negotiate and sign tripartite agreements between the employer, trainee, and training provider, where WBL will take place.

#### **Skills profiling and career counselling for training participants**

- Reach out beneficiaries to ensure their willingness and eligibility to participate in the training and employment programmes
- Profile beneficiaries' skills set and competencies
- Conduct Career counselling sessions on employment pathways/employment opportunities including job search techniques (CV writing, interviewing techniques, job search, etc...)

The implementing partner will make use of ILO supported digital tools such as the SkillLab<sup>4</sup> (skill competence profiling) to screen potential trainees and for post training support services. The ILO and SkillLab technical team will provide necessary guidance and coaching on how to use it. The implementing partner must ensure the necessary human resources to provide, follow-up, and monitor counseling services including operating SkillLab and guiding beneficiaries on its use. The implementing partner is required

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<sup>4</sup> [Introduction to Skill Profiling: https://www.youtube.com/watch?v=v9zYdW-Fffg](https://www.youtube.com/watch?v=v9zYdW-Fffg)

at all time to apply a case management system for M&E purposes. Noting that the SkillLab can also be used for job matching. As such employers can be invited to list their job vacancies and match these opportunities with beneficiaries fitting the profile required. The implementing partner may also propose other profiling system being used.

#### Selection criteria of the trainees:

1. Select youth and adult trainees from both Lebanese and non-Lebanese nationalities (50% Lebanese, 50% non-Lebanese)
2. Select female participants in each training course for gender equity (at least 20 to 40% of trainees per training, alternatively and depending on occupations in demand, 50% of trainees against total target)
3. Prioritize selection of participants benefitting from social protection schemes [ National Poverty Targeting Program (NPTP), (Emergency Social Safety Net (ESSN), National Disability Allowance (NDA), etc...)]
4. Seek to involve Persons with Disabilities (PWDs) for inclusiveness of the training programme – the implementing partner will collaborate and coordinate with relevant syndicates, government agencies, and other social partners to reach out to beneficiaries.
5. Persons who are currently enrolled in any formal TVET and Education programme can take part in planned WBL if they satisfy eligibility criteria and if they are job ready (last year BP, BT TS/LT). The implementing partner will collaborate and coordinate with relevant public technical school or DGTVE accordingly.
6. Persons eligible to be enrolled could include: graduates from TVET education aligned to their studies and interested to strengthen their employability, existing workforce in the field for upgrading and upskilling (this should account for 10% to 20% of total target), university graduates wishing to strengthen their technical skills, workers to improve their technical skills, etc. The implementing partner should make a clear distinction between trainees who are already working and require upskilling, or trainees supported to benefit from this training and OJT for employment. Other criteria listed above.
7. Minimum age limit of the trainees would be in accordance with the Labour Law of Lebanon while ensuring all related OSH standards provisions exist across the whole implementation process. Enrolment should take into consideration labour standards in terms of access to occupations, working conditions, indemnity for work incidence/insurance coverage, and other legal provisions.
8. Minimum entry qualification: Trainees should have minimum literacy and numeracy required to enroll in the training (in line with occupation standards requirements, training competencies requirements). The implementing partner may include training modules for numeracy and literacy for the low-skilled trainees where relevant.

**NB: The implementing partner shall conduct training on agrifood processing (diary production and/or non-alcoholic beverage) for at least 20 participants. The beneficiaries will be existing workers in informal status with priority to youth and 50% women. The training should be completed by 15 October 2024 the latest.**

#### Developing the TVET/WBL training programmes

- Based on the two above tasks, identify the list of competencies to be covered in the TVET/WBL programmes.
- Analyse the identified work processes, i.e., define the needed professional/technical skills, life skills, employment, and foundation skills needed to perform each of the work processes covered in the programmes.
- Develop, update, or adapt competency-based curricula after selecting the training topics. taking into consideration green skills for greener future including greening curricula and training programme.
- Conduct training of trainers, instructors, supervisors, M&E officers, master craftsperson, or any other relevant party involved in the implementation of the WBL and in line with the ILO WBL manual; Ensure role and responsibilities of each involved partner are respected
- The implementing partner shall deliver accredited training programs through certified trainers and with official accreditation (e.g Directorate General for TVE- DGTVE, National Vocational Training Center – NVTC, other relevant official entities)

Occupations could include but not limited to: Assistant nurse; Agrifood processor & packaging; tailor/sewing; printing and packaging; Industrial machine operator; Solar power system installer and technician; home appliances repairer; Local guide/landscape worker (natural reserve); heavy machinery operator, electrician, etc...

Any other occupation evident based in demand with relevant justification; aligned to identified occupations in demand and skills needs as per ILO skills anticipation surveys<sup>5</sup>, and taking into consideration the Lebanese labour norms and regulations (occupations open to non-Lebanese) while satisfying target set for beneficiaries.

### Organising and Delivering TVET/ WBL training programmes

- Conduct training on approved TVET/WBL programmes **to a total of 150 beneficiaries**.
- Deliver induction and technical training for each beneficiary, including (1) occupational safety and health, (2) life skills, and (3) soft skills linked to the occupation competencies, potential job opportunity, and skills gaps of beneficiaries (take into consideration digital skills, language skills, interpersonal skills, managerial, teamwork, analytical skills...).
- Conduct awareness raising on rights and responsibilities at work through ILO tools and materials on Rights at Work subject matter – promote the use of the “Houkouki fi al 3amal” mobile App.
- Develop agreement between apprentices and enterprise on ethical codes and working conditions, tracking, monitoring, and assessment tools (such the tools for assessing trainees’ acquisition and mastering of skills, trainees’ self-assessment tools, trainee logbook). Refer to the ILO code of conduct for employers engaged in WBL<sup>6</sup>.
- Develop and apply relevant monitoring and follow up tools to ensure the commitment of the beneficiaries and the employers with contracts and attendance sheets and to measure achievements of agreed upon learning objectives.

### Provide pre/post training assessment, testing, and certification

- Prepare formative and summative assessment in line with the training programme making sure the involvement of employers/craftsperson in the formulation and implementation
- Facilitate relevant certification process and provide acknowledged certification (i.e. certification by government entity, private sector accredited entity/institute, etc.)
- Prepare trainees for the final competency-based certification assessment.
- Conduct pre/post-training evaluation and prepare the training evaluation report.
- Provide option for third party accreditation.

### Post training service including Job counseling/employment counseling and placement of training programmes graduates

- Enrol 60% of the total number of trainees graduated in job opportunities after finishing the training programmes and at least for 2 months.
- Conduct post-assessment for beneficiaries to measure improvement in their living conditions: social status, vulnerability conditions, increase in income following two months placement.
- Conduct awareness raising sessions on rights at work or direct/promote participation of trainees in training and use of the MoL – ILO mobile App “houkouki fi al 3amal”<sup>7</sup>
- Provide core work skills and referral support to other VT or business skills training.
- Use ILO service-tracker<sup>8</sup> digital tool as complementary M&E tool for baseline and endline assessment. The implementing partner will be required to provide a list of beneficiaries upon enrollment of trainees and upon completion of the training. (the survey will be launched by ILO for 3 months, 6 months and one year after graduation and sent to beneficiaries by email/SMS. All beneficiaries should have valid email and mobile number)

### Reporting and documentation

- Submission of **inception report** including occupations selected based on desk review, updated detailed workplan, and narrative on implementation methodology, outreach and selection of beneficiaries, ToT.

<sup>5</sup> [Community-based Market Assessment for Skills Development and Economic Empowerment - Full Report \(ilo.org\)](#); [Synthesis of the crisis impact on the Lebanese labour market and potential business, employment and training opportunities \(ilo.org\)](#); [Skills Anticipation - Lebanon: Compiled Analysis Report for three sectors in Lebanon. Health, printing and packaging, public infrastructure. \(ilo.org\)](#); [Skills Anticipation Survey - Plastic Sector \(ilo.org\)](#); [Skills Development for Inclusive Growth in the Lebanese Agriculture Sector - Policy Brief \(ilo.org\)](#)

<sup>6</sup> [Code of Conduct for Employers Implementing Workplace-Based Learning Programmes \(ilo.org\)](#)

<sup>7</sup> [houkouki-fi-al-3amal.com](http://houkouki-fi-al-3amal.com)

<sup>8</sup> [ILO Service Tracker](#)

- Submission of **intermediary/progress (narrative and financial) reports** following the completion of each training or as per agreed upon frequency using ILO templates Reports. Templates can be adjusted or adapted to meet the requirements of ILO projects and capacity of implementing partner. Format of reporting will be agreed upon signature of contract.
- Submission of a **final completion report** (narrative and financial) documenting the implementation narrative, key achievements, challenges, mitigation measures, good practices, and recommendations for future interventions.
- Documentation for all tools used in profiling, career counselling, training and job placement including criteria, scoring matrix, contracts, attendance sheets, reports, assessments.
- All other deliverables in line with activities and sub-activities (e.g list of beneficiaries, list of trainers, trainers’ report, supervisors’ reports, curricula and WBL tools adapted, assessment results, list of job opportunities collected, list of graduates placed, matrix of assessment, ToT report, attendance sheet for ToT, etc...)

#### 4. Deliverables, Timeframe & Indicative Work Programme

The work is expected to commence on **15 June 2024** and is expected to be completed no later than **30 June 2025**. The implementing partner shall target at least 20 participants in the dairy and/or non-alcoholic beverages by October 15, 2024, the latest.

The implementing partner is expected to complete full training of 80 participants by November 2024 and the remaining 70 participants to be allocated between November 2024 and April 2025. The below represents a template workplan that will be revisited accordingly. A more detailed and accurate workplan will be developed during the inception phase including sub-activities, relevant deliverables, and timeframe and submitted two weeks after the signature of the IA along with the inception report.

Description of activities	Main deliverables	Timeframe
Activity 1: Planning Phase		
1.1		June – July 2024
Activity 2:		
2.1		
2.2		
Activity 3:		
3.1		
Activity 4:		
4.1		
4.2		
Activity 5:		

#### 5. Payment Schedule

The below table summarized the planned schedule of payments to be made upon the completion and submission of deliverables delineated in this ToR. A deliverable is **considered completed upon review and satisfaction of the ILO and submission of an acceptable invoice**. Payment schedule will be time bound and installment % may be revised upon signature of contract in consultation with selected implementing partner noting that first payment cannot exceed 30% or 30,000 USD (whichever is less) and final payment cannot be less than 5%.

**1<sup>st</sup> payment:** 20% to 30% or US\$ 30,000 upon signature of contract – tentative by 30 June 2024.

**2<sup>nd</sup> payment:** 30% upon the submission of a **first progress report** (financial and narrative) detailing activities implemented and the submission of the **inception report** including occupations selected based on desk review, along with an updated detailed workplan – tentative by 30 August 2024.

**3<sup>rd</sup> payment:** 30% upon the submission of a **second progress report** (financial and narrative) detailing activities implemented with the completion of training for 80 participants with at least 60% employment rate- tentative by 10 December 2024.

**4<sup>th</sup> payment:** 15% upon the submission of a **third progress report** (financial and narrative) detailing activities implemented while achieving 60% and above employment rate – tentative by 30 February 2025.

**5<sup>th</sup> payment:** 5% a **final completion report** (narrative and financial) on all activities under workplan documenting the implementation narrative, key achievements, challenges, mitigation measures, good practices/lessons learned, and recommendations for future interventions, and reflecting full employment target including all deliverables related to the IA to the satisfaction of ILO; to be submitted (tentative) by 15 June 2025.

The implementing partner will work under the overall supervision of the Decent Work Team of the ILO and will closely work with and under the supervision of the projects' managers, and in close coordination with the national officers responsible of monitoring the implementation.

## 6. Implementing partner profile

**The Implementing Partner must have the following required expertise:**

- Proven experience and records in career counselling, skills profiling, and employment services support including counselling and placement.
- Proven previous experience and records in working in a multi-stakeholders environment, and past experience with government institutions, development agencies, local authorities, etc...
- Proven experience in developing, managing, and implementing skills training and work-based learning programmes; Have demonstrated technical experience and sustainable results, with a minimum of seven years of practical experience in market-oriented skills training, work-based learning, and employment.
- Proven records of training accreditation.
- Proven experience in job placement services and job matching.
- Proven competencies (human resources and skills) and experience in providing training.
- A good understanding of the labour market in Lebanon.
- Have practical experience in and the capacity to address social inclusion, social cohesion, and gender issues/dimensions in training and employment.
- Capacity to reach the target group in a timely manner for both enrolment to skills training and employment.
- Proven experience to address people with disability in training and employment.
- Ability to network and outreach to various communities.
- Proven excellent reporting, communication, and documentation in both Arabic and English language.

Furthermore, the applicant should have the following capacities:

- i. At least 5 years' experience to run similar training programmes
- ii. Official accreditations for conducting training programme
- iii. Necessary lab facilities to run the school-based part of the programme, practical part aside the WBL part
- iv. At least two trained and certified trainers to deliver the programme
- v. The physical facilities to run inclusive training programme
- vi. Strong linkage with industry/ employer to implement WBL of the trainees (must submit the potential list of industries to be engaged in WBL)



## 7. Submission of Proposal

The ILO is inviting qualified non-governmental organizations/local entities having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR) to submit technical and financial proposals. The applicant must submit the **Technical and Financial Proposals in separate PDF files** mentioning **“Technical Proposal”** and **“Financial Proposal”** along with supporting documents requested (in manageable size – zip files). The email subject should mention: (name of organization - **“Ref.: ILO Conduct WBL programmes under ENABLE/SKILL UP/SOLIFEM – ILO projects”**)

**The proposals will be submitted by email along with a cover letter addressed to:**

Email: [bey-procurement@ilo.org](mailto:bey-procurement@ilo.org), [chaya@ilo.org](mailto:chaya@ilo.org), [nasseral@ilo.org](mailto:nasseral@ilo.org), [cheikha@ilo.org](mailto:cheikha@ilo.org)

And cc: [daher@ilo.org](mailto:daher@ilo.org), [hokayem@ilo.org](mailto:hokayem@ilo.org), [baderm@ilo.org](mailto:baderm@ilo.org)

**Deadline for submission by 30 May 2024 by 23:00 pm (Lebanon Standard Time)**

Queries and questions from potential applicants on any section of this TOR are welcomed. Please send relevant questions by 19 May 2024, to the following contacts:

Email: [bey-procurement@ilo.org](mailto:bey-procurement@ilo.org), [chaya@ilo.org](mailto:chaya@ilo.org), [nasseral@ilo.org](mailto:nasseral@ilo.org), [cheikha@ilo.org](mailto:cheikha@ilo.org)

And cc: [daher@ilo.org](mailto:daher@ilo.org), [hokayem@ilo.org](mailto:hokayem@ilo.org), [baderm@ilo.org](mailto:baderm@ilo.org)

The ILO will provide feedback on your queries by 22 May 2024.

## Presentation of Proposal

Interested entities must submit their proposal (technical and financial) inclusive of details requested below and documentation to demonstrate the qualifications of the prospective training provider, to enable appraisal of applicant.

### A- Technical Proposal including the following main components by order:

1. **Organization’s profile:** Institution’s information – Name of Training providers and details of registration and accreditation, description of present activities demonstrating required capacity and past experience in similar assignments including achievements, why they are the most suitable for the work, and local presence/activities in areas of intervention, previous clients and collaboration with stakeholders; detailed justification for selected occupations and training.
2. **CVs** of Team leader and staff involved in the project implementation demonstrating their capacity to conduct the assignment.
3. **Proposed methodology** on how the applicant will approach and conduct the work, including overview of the assignment/introduction showing the understanding of the context and knowledge of the assignment, foreseen challenges during the implementation of the project and mitigation methods, tools to be used, M&E system...
4. Detailed **work plan** with a timeline related to the different activities in addition to implementation methods: coordination of partners, cooperation mechanisms, result oriented, and M&E. The inception report will allow a revision of the submitted detailed workplan.
5. **Relevant past works** including past projects and assignments related to TVET and work-based learning programmes, in particular mentioning previous experience with trainings under sector in focus for this call. Past experience with ILO and participation in ILO technical capacity building will be an asset.
6. **Organization’s profile** demonstrating required capacity to provide job placement services to the TVET and WBL graduates. Commitment from at least 10-20 employers willing to support WBL. List of employers that can provide job opportunities.
7. Provide **sample of past annual reports, publications, online records**, or any other documents/references supporting the application.
8. Provide at least **3 professional references** including detailed contacts.
9. Provide copy of **official registration** form attesting the organization/service provider eligibility.
10. Summary report of consultations summarising the outcomes to identify the labour market supply and demand gaps for the construction sector to deliver demand driven work-based learning, and available job vacancies in the occupations.
11. Proposed partnership *where relevant* including summary profile of partners foreseen in the

implementation and purpose of their partnership. In case the applicant is not the main training provider, the applicant may partner with another service provider/ accredited training provider specifying in detail the role and responsibilities of each in the proposal and in the workplan and budget details. Letter of engagement/partnership proof.

## B- Financial proposal

1. The Financial Proposal shall specify the unit rate and total in US\$. Where used, actual costs to be incurred in LBP shall be converted using the official banks rate on the date of transaction.
2. The financial proposal may include the following inputs: capital costs (equipment and tools, etc.. for the purpose of the training with supporting justification); running costs (salaries, utilities, transport, maintenance, stationary, etc.), activities costs (developing curricula, capacity building for stakeholders, tools and raw materials, assessment costs, certification costs etc.); overhead should not exceed 7% of overall total on activities. The total operational costs (capital, running cost, and salaries) should not exceed 40% of the total amount.
3. The applicant should present the detailed budget based on number of occupations selected/training to be conducted. Applicant may select up to 8 occupations (e.g 15 per training) or propose distribution per training according to identified WBL opportunities - and provide costing accordingly.

In order to assist ILO in the comparison of financial proposals, the financial proposals will include a detailed breakdown for all costs related to activities and operational costs. (Sample template annexed)

The financial proposal should indicate the number of TVET and WBL programmes to be implemented, the number of targeted beneficiaries, number of participating employers/enterprises, the duration of each training programme, and the cost per beneficiary.

The financial proposal shall include the following items:

- Activity cost for beneficiaries profiling
- Activity cost for career counselling sessions
- Activity costs for implementing the work-based learning programmes.
- Activity costs for implementing the post training services.
- Management cost
- Visibility costs
- Accreditation of curricula in official gazette and DGTVE

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

## 7. SELECTION CRITERIA

A Cumulative Evaluation Method will be used for this procurement process and contract will be awarded to highest scorer(s) in cumulative analysis considering Technical and Financial Evaluation. The Technical proposal will contain 70% and financial proposal will contain 30% weight whereas Technical Evaluation passing score is 70%. Any applicant that scores less than 70% in Technical Evaluation shall not be considered for financial evaluation.

The Technical proposals will be evaluated in accordance with the following general criteria stated below:

Relevant Experience of the organization including profile and qualification alignment to criteria listed above (25%).
Human resources proposed for the assignment (qualifications and experience) including technical and management team + detailed CVs (15%).
Qualification and Experience of trainers to deliver the VT courses (15%).
Justification, approach, and methodology proposed; detailed workplan; detailed budget; supporting documents requested (30%).

Similar work experience in Lebanon; previous work with ILO and other development agencies (15%).

In addition, the evaluation of technical proposals will take into consideration the following criteria:

- Number of past contracts signed for WBL
- Field presence in governorates listed
- # of potential employers willing to support or engage in WBL
- # of past job placements achieved
- # of trained and certified beneficiaries
- Supporting documents required

Applicant to reflect on that in the proposal/profile of the company. The financial proposal will be evaluated based on price reasonableness, cost per beneficiary, and overall cost including clarity and details provided, and alignment of costs against activities and technical proposal.

**(a) Financial weighted score, out of 30:**

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other financial proposals receive points in inverse proportion. The formula used is as follows:

$$p = y (\mu / z),$$

**p** = points for the financial proposal being evaluated

**y** = maximum number of points for the financial proposal

**μ** = price of the lowest financial proposal

**z** = price of the financial proposal being evaluated

Clarity of the proposal and provision of all required documentation are considered as a cross cutting measurement criteria.

Proposals received after the deadline will not be considered for evaluation.

Annex 1- List of Training courses – Curricula

Vocational Training topics/Courses	Vocational Training topics/courses
<b>Construction</b>	<b>Agriculture</b>
Foreman road maintenance	Potato production
Steel setter and fixer	Leafy green production
Welding	Agriculture machine repairer
Plumbing, and industrial plumbing	Dairy farm worker
Aluminium and glass installer	Dairy Producer- Micro & Small workshops
Irrigation system installer	Dairy Producer- Medium Factories
Domestic Solar PV systems Installer	Home-based mouneh producer (jam, pickles, thyme, olive grains, pomegrenade molasses, rose water, orange flower water
Domestic Solar PV systems technician	Landscaping
Advanced plumbing - pipe fitting	
Argon welding	
painter	<b>Work-based learning</b>
aluminium	Agriculture: Livestock farm worker, Nursery worker (Plant nursery)
tiler	Construction: Assistant plumber, Assistant irrigation system installer
mason	
carpenter	<b>Services/manufacturing</b>
electrician	Home Appliances Repairer

plasterer		Industrial machine operator
<b>Tourism</b>		<b>Occupational standards (craft sector)</b>
Tourism: Ecotourism Local Guide		Handicraft embroidery/sewing
		Glass blowing
<b>Health</b>		Shoe making
Elderly home care and post COVID19		Mouneh processing

## Annex 2- Sample budget template

Example of budget description and details							
Description of activities	Main deliverables	work plan (timeframe)	Unit	# of unit	Cost per unit	Budget in US\$	Remark
<b>1 Activity 1: planning</b>							
1.1	Review studies and reports conducted by the ILO and other agencies and other relevant reports						As part of operational costs
1.2	Develop/adapt curricula and WBL tools		Per Curriculum	4	\$500.00	\$2,000.00	
1.3	Train the trainers, mastercraft persons		per person per training				
1.4	negotiate WBL opportunities						
1.5	improve lab facilities, in line with training standards if needed						
<b>2 Activity 2: profile and selection of trainees</b>							
2.1	outreach to beneficiaries						
2.2	profiling beneficiaries/career counseling						
2.3							
<b>4 Activity 3: Delivery of WBL programme</b>							
4.1	Deliver of school-based skills training						
4.1.1	Deliver school-based part for xxxxx (occupation)						
4.1.1.1	Vocational Training fees		Per COUFSB				
4.1.1.2	Transportation of beneficiaries to technical training sessions		Per Beneficiary				
4.1.1.3	Vocational Training Catering Cost		Per Beneficiary				
4.1.1.4	Vocational Training Tools & Materials Cost						
4.1.1.4.1	(occupation) Tools & Materials		Per Beneficiary				
4.1.1.4.2			Per Beneficiary				
4.1.1.4.3			Per Beneficiary				
4.1.1.4.4			Per Beneficiary				
4.1.1.5	Individual Kits for beneficiaries		Per Beneficiary				
4.1.2	Follow-up support to trainers during school-based training delivery (as part of SF management cost)				\$0.00	\$0.00	
4.1.3	Record daily attendance of trainees				\$0.00	\$0.00	
4.1.4	Maintain record of trainees' portfolio and school-based performance				\$0.00	\$0.00	
4.1.5	Monitor school-based programme using competency-progress chart/score cards				\$0.00	\$0.00	
4.2	Provide support for OJT of 80 trainees						
4.2.1	Mapping to identify potential employer/private sectors (as part of SF management cost)					\$0.00	as part of staff cost
4.2.2	Establish linkage between trainees and employers and sign contracts with employers for WBL					\$0.00	
4.2.3	Monitor OJT programme using competency-progress chart/score cards (as part of SF management cost)					\$0.00	
4.2.3.1	WBL Cost (by occupation)		Per beneficiary per occupation				
4.2.3.2	Beneficiaries Insurance Costs		Per course duration				
4.2.4	Coordination with ILO and private sectors/employers				\$0.00	\$0.00	
<b>5 Activity 5: Assess and certify 200 trainees</b>							
5.1	Design competency-based assessment tool					\$0.00	
5.2	Select and train at least two industry assessors for each occupation in collaboration with private sector to conduct the assessment of trainees					\$0.00	
5.3	Prepare Trainees' for final assessment					\$0.00	
5.4	Organize and conduct assessment for certification of trainees					\$0.00	
5.4.1	Third Party Accreditation		Per beneficiary	80			
5.4.2	Official authorities certification		per beneficiary				
5.5	Publish Assessment Results and distribute certificates						
5.5.1	Certificate Print-out cost		Per beneficiary	80		\$0.00	
<b>6 Activity 6: Provide Post-Training Services</b>							
6.1	Organize Career Guidance and counselling for the trainees					\$0.00	
6.2	Prepare job opportunity list					\$0.00	
6.3	Provide job placement of trainees					\$0.00	
6.4	Provide linkages to business development support trainings to the trainees					\$0.00	
6.5	Provide a training/awareness session on rights at work					\$0.00	
6.6	Collect lessons learned					\$0.00	
6.7	Organize event for dissemination of lessons learned and certificate distribution					\$0.00	
<b>7 Activity: training on core work skills</b>							
<b>7.1 English Literacy</b>							
7.1.1	7.1.1 Trainer fees		per trainer/per course				
7.1.2	7.1.2 Catering & Refreshments cost		per beneficiary				
7.1.3	7.1.3 Transportation of beneficiaries						
7.1.4	7.1.4 Tools & Materials for training						
<b>7.6 Graduation Ceremony</b>							
7.6.1	transportation to graduates		person				
7.6.2	Catering		per person				
7.6.3	mobility etc...		per item				
<b>7.7 Accreditation</b>							
7.7.1	7.7.1 Curricula Accreditation cost (if relevant)		per curricula				
7.7.2	7.7.2 Running Cost						
7.8	7.8 Running Cost for school-based (if taking place outside premises of applicant)		per course				
<b>TOTAL Activities:</b>							
<b>Personnel Costs</b>							
Project Manager (maximum 50%)				Per month			
Social Worker (100%)				Per month			



Finance Manager (maximum 20%)			Per month				
M&E Officer (50%)			Per month				
<b>TOTAL Personnel Costs:</b>						<b>\$0.00</b>	
<b>Management Costs</b>							
Office Space Services and Operational Expenses			Per month				
Consumables and Office Supplies			Per month				
Running costs, maintenance and utility bills			Per course cycle				
Communication Cards Cost			Per month				
Transportation of project Staff			Per month				
Bank Charges and Commissions			Per month				
<b>TOTAL Management Costs:</b>						<b>\$0.00</b>	
<b>Visibility Costs</b>							
Visibility Materials & Printing costs			Per item				
Visibility media products (videos, articles, etc.)			per item				
<b>TOTAL Visibility Costs:</b>						<b>\$0.00</b>	
<b>Total Costs excluding overhead:</b>						<b>\$0.00</b>	
<b>Overheads</b>							
(7% of total cost on activities)						<b>\$0.00</b>	
<b>TOTAL PROJECT COSTS:</b>						<b>\$0.00</b>	