

Terms of Reference – Call for Proposal

Mental Health in Times of Crisis-Online Workshop

The DAFI (Albert Einstein German Academic Refugee Initiative) Scholarship Program

Beirut, Lebanon

PROJECT BACKGROUND

IECD ([Institut Européen de Coopération et de Développement](#)) is a French non-governmental organization founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration, assistance to micro and small enterprises and access to education and health for the most vulnerable. In Lebanon, IECD has been operating in the country since 1994 and opened a regional office in Beirut in 2007.

Semeurs d'Avenir (SDA) is a Lebanese association, created in 2010, registered under the number 1905. It is the operational partner of IECD in Lebanon.

The DAFI (Albert Einstein German Academic Refugee Initiative) scholarship program offers qualified refugee and returnee students the possibility to earn an undergraduate degree in their country of asylum or home country. Semeurs d'Avenir is currently the implementing partner of the program.

Upon joining the DAFI program, the students are automatically part of a community where they share their individual learnings, journeys, and technical and soft skills. In times of crisis, this community fosters a different set of communication pathways targeted toward individual and communal mental health. Aside from their responsibilities and obligations, the students face diverse challenges exacerbated by displacement, uncertainty, and the complex socio-political environments they live in. These challenges are further compounded in times of crisis, where individuals must navigate personal and collective trauma. Traditional mental health frameworks can sometimes overlook the broader historical, cultural, and structural factors that contribute to these difficulties.

SDA is looking for a facilitator to conduct one or more workshops/sessions designed to address the mental health needs of the DAFI students by integrating trauma-informed practices with a focus on social and historical contexts while building and re-building cultural resilience. We aim to create a space where participants can critically explore their mental health within the context of their lived experiences and develop tools for resilience and healing.

PURPOSE OF ASSIGNMENT

SDA is looking for a registered and certified organization/consultant to generate the content of 1 workshop/session or more aiming at developing the capacity of 69 students in this topic. The organization/consultant should expect to involve the team from the beginning to tailor the plan and the content to the needs of the participants and their specific context.

The organization/consultant should aim to create a well-structured plan for this workshop that combines the following pedagogical elements:

The workshop aims to:

- Provide mental health support specifically tailored to the experiences of young adult refugee university students in times of crisis;
- Introduce and apply trauma-informed practices with a focus on social and historical contexts while building and re-building cultural resilience;
- Equip participants with coping mechanisms and tools for resilience, self-care, and community support;
- Create a safe, inclusive space for discussion and reflection on mental health challenges faced by the DAFI students;
- Empower the DAFI students to take ownership of their mental health and navigate crises with a heightened sense of agency and awareness.

MISSION:

The mission will start by the end of November 2024 or during December 2024, after the signing of the contract.

FINAL DELIVERABLES

Upon completion of his/her assignment, the organization/consultant will deliver:

1 workshop that serves the objectives of the mission;

Certificates of completion handed out to the participants;

Handouts/materials for the participants to utilize during their time in the workshop,

Pre and post assessment tools for the workshop;

Feedback given to the participants after the workshop;

One report to be submitted to SDA including the agenda, modules applied, and main results of the post-assessment results depicting the attainment of the preplanned objectives.

All deliverables should be in the form and format agreed upon by Semeurs D'avenir.

QUALIFICATIONS AND EXPERIENCE REQUIRED

The project will be awarded to either an independent organization/consultant or a recognized institution which meets the following criteria:

to be present in Lebanon for meetings and in-person meetings with the managing team of the project;

Proven experience in similar projects/missions/objectives;

Capability of delivering official certificates;

Fluency in English and Arabic;

Strong analytical and presentation skills;

Demonstrate a strong work ethic and professional integrity.

PROPOSAL SUBMISSION

Technical proposal:

Interested firms and agencies are invited to submit their proposal in English based on the TOR, the proposal should include:

- The technical offer which includes a proposed methodology to be adopted in the content creation and proposed timeline of activities based on the above deliverables, including the expected level of effort and number of working days in a tabular form.
- Provide a portfolio of the organization/consultant (in the case of an institution) including experience with similar projects in the past.
- Provide similar previous projects
- List of previous clients
- Reference Letters from at least 2 clients

Financial proposal:

A detailed financial offer as per RFQ that includes all fees or expenditures in a table, the financial offer should include the payment methods and all the needed information for payments.

PAYMENT TERMS

- Payment will be made upon the delivery of the workshop to be approved and validated by the Capacity Building Officer and Project Manager.
- Payment will be made upon submission of the invoice within 10 days after submitting the invoice if the supplier has a fresh account. Otherwise, the payment might be delayed.
- If the supplier doesn't have a bank account in Audi Bank, the Supplier needs to bear the transfer charges.
- The fees may vary depending on the Bank policies and restrictions.
- In case the supplier is not registered with the Ministry of Finance, a deduction of 8.5 % should always be considered.

EVALUATION CRITERIA

The first technical evaluation will be done based on the above qualifications.

A weighted evaluation will be done as below:

- The Financial Proposal: 50% of the total evaluation grade
- The Technical Exam grade: 50% of the total evaluation grade
 - Professional and proven experience in facilitating similar sessions or workshops (20%)
 - Certification in a field related to the topic of the workshop (10%)
 - Ability to deliver an engaging multi-dimensional and interactive workshop using the online modality in case the project management team decides to conduct the workshop online with the participants (10%)
 - Diversifying the tools and methodologies used in the workshop to guarantee the sustainability of the objectives learned after the end of the workshop (10%)

The agency/firm will be working directly with the DAFI Project Manager and Capacity Building Officer.

Job Location: Lebanon.

Contract Type: Consultancy

Starting date: 1 week after signing the contract.

Date end of assignment: November-December 2024