

Request for Proposals 2023/001

Terms of Reference for English and Computer for Beginners Courses

Consultant / Institution / Organization

I. Project in Brief:

The Fostering Inclusive Career Choices, Resilience and Agency- FICCRA project funded by UNICEF Palestinian Programme, is contributing to building adolescents and youth skills and education which are relevant to the new market opportunities (social work, digital projects, and sustainable economies) through a life-skills, career guidance, vocational and employability package for youth.

FICCRA project stems from a rights-based, integrated, child-centered approaches and reaches young people, aged 14 to 24 with a package that facilitates their transition into the job market. The project targeted adolescents and youth residents of Palestinian camps and gatherings in North and South Lebanon.

For the past 12 months, Right To Play - RTP was co-implementing through three local civil society organizations from Palestinian camps and gatherings: career guidance and entrepreneurship skills training, channelling young people to accredited courses, and creating employability packages for youth. Also, supported in creating youth hubs and community initiatives.

For the upcoming phase, RTP will continue working with FICCRA sub-partners to outreach and channel adolescents aged 14-17 years resident at Palestinian camps to enroll at Prerequisite course i.e., English and computer for Beginners course which will mainly contribute to building their proficiencies and provision of education to better transit into employability pathways.

II. Overall purpose of the English and Computer courses:

RTP is seeking for an expert consultant to deliver an English and Computer for Beginners courses for Palestinian adolescents (boys and girls) aged 14-17 years at Palestinian camps in North, South, and Beitut.

The objective of this consultancy is to upgrade 700 adolescents, who are school dropouts and have learning difficulties, by empowering them through English course (reading, writing and speaking) and computer literacy course by giving them the tools they need to succeed in a digital world that is constantly changing. The adolescents are expected to have different levels of English proficiency, before starting the course, the consultant is required to conduct a diagnostic test to classify the students at their proper course level. As for the computer course, all the adolescents are expected to start at the same level.

III. English and Computer courses methodology:

- **English for Beginners course** should be based on the Lebanese curriculum and could contain some competencies from international curricula. The enrolment of the students in different levels should be based on a diagnostic test to specify their English level. *For example, level 2 (Grade 1 and 2) level 3 (Grade 3 and 4) and so on.*
- **Computer literacy course** should equip the adolescents with basic computer literacy (Microsoft Word, Excel, and PowerPoint, Outlook, internet browsing, etc.), to prepare the adolescents to network on online platforms, and to provide adolescents with tools to facilitate communication via online mediums. The 700 adolescents are coming from **eight** Palestinian camps, however, this project activity will be implemented in two phases:

Phase I will start by the enrollment of **350 adolescents** as follows:

- **North Lebanon: 100** adolescents from Nahr El Nared and Beddawi Palestinian camps
- **South Lebanon: 100** adolescents from Saida (Ain El Helweh & Meih w Mieh Palestinian camps). And **100** adolescents from Tyre (Burj El Shemali, Rashidieh, and El Buss Palestinian camps).
- **Beirut Lebanon: 50** adolescents from Shalita Palestinian camp.

Phase I is expected to be delivered during 2 months: January and February 2023.

Phase II: enrollment of **350 adolescents** (Phase II will be tentative until the roll out of the first phase and is subject to cancelation, however this will be communicated in prior).

- **North Lebanon: 100** adolescents from Nahr El Nared and Beddawi Palestinian camps
- **South Lebanon: 100** adolescents from Saida (Ain El Helweh & Meih w Mieh Palestinian camps). And **100** adolescents from Tyre (Burj El Shemali, Rashidieh, and El Buss Palestinian camps).
- **Beirut Lebanon: 50** adolescents from Shalita Palestinian camp

Phase II is expected to be delivered during 2 months: To Be Determined

IV. Consultant responsibilities will include the following:

English for Beginners course:

- Setting a diagnostic test to know the adolescent's English level;
- Teaching the adolescents English language: reading, writing and speaking as per the classified levels using child centered and active learning methodologies.
- Measuring the progress of adolescents 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 adolescents 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.

Computer Literacy course:

- Prepare training materials and manuals for the training for 700 adolescents. The course should be as the following:
 - Introduction to the use of a computer and its accessories, Internet & Microsoft Office
 - Training in Microsoft Word, Excel, and PowerPoint
- Provide certification for participants after completion of the course
- Pre and post assessments throughout the course

V. RTP responsibilities will include the following:

- Provide the consultant with an overview and guidance on FICCRA Project;
- Provide the consultant with list of 700 adolescents distributed per locality
 - Provide the consultant with the Phase I list of 350 adolescents to be reviewed and assessed by the consultant to enroll at the proper English level and computer course;
- 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 FICCRA Project Officer at RTP Lebanon office, who will serve as the focal point person.

VI. Time frame

The consultant should provide teaching **classes at their premises** (centers in North, Beirut, Saida and Tyre) for the Phase I of participants i.e., **350 adolescents** aged 14-17 years under the supervision of FICCRA sub-partners and likewise for the phase II (if applicable)

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: (if phase II is applicable, an annex to the contract for the 350 other participants will be signed)

Activity / Task	Deliverable	Time frame
Diagnostic test for the 350 adolescents	<p>Set a diagnostic test</p> <ul style="list-style-type: none"> To know each adolescent's English level in terms of knowledge and skills 	1 week at the beginning of the course
Teaching the adolescents English for Beginners and Computer literacy	<p>English language as per the Lebanese curriculum: reading, writing and speaking</p> <ul style="list-style-type: none"> Deliver English Course for adolescents during 2 months. <i>The timing and schedule of sessions will be coordinated between the consultant, RTP, and the sub-partners in each locality.</i> Integrat the four language skills: reading, speaking, listening, and writing during the lessons. Choosing topics that should be interested for adolescents and based on things that they encounter in their daily lives. Reading, phonics, grammar and writing should be covered in relation to each topic. Listening and speaking should be integrated within the topics. Follow student-centered methods during the sessions. Involve songs, games, videos, pictures, presentations and many other engaging strategies in each lesson. 	<p>2 month January and February 2023</p>
	<p>Basic computer literacy</p> <ul style="list-style-type: none"> Introduction to basic functions of a computer Introduction to Microsoft Office (Word, Excel, PowerPoint, Outlook) Using the Email: how to create email account, write & send email, etc. Internet Access and Use: internet & online resources Online safety knowledge and awareness on issues such as cyberbullying, online violence, sharing private information and self-generated sexual content, privacy and, protection of personal data, etc. 	

Assignments, tests and quizzes to measure the progress of adolescents	<ul style="list-style-type: none"> – English course: Give assignments, quizzes and tests – Computer course: Give assignments, practical tasks, group work/ presentation. 	The consultant should suggest the frequency of assignments, quizzes and tests.
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

Additional note:

- The consultant should provide the needed books and stationery to the adolescents.
- 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 adolescent. 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 and computer courses for adolescents aged 14-17 years – *it is a plus if experience with adolescents 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 in the meeting)
- 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**)
- Legal papers including and not limited to (Registration and legal permits).

The proposal must be submitted **no later than Sunday January 08, 2023** to:

Mrs. [Mariam Zaytoun](mailto:mzaytoun@righttoplay.com), Logistics Officer, Right To Play Lebanon (mzaytoun@righttoplay.com)

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 and Compter for Beginners 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