

## Request for Proposals

### Terms of Reference

### English & Computer Courses for Adolescents and Youth

### Institution / Organization

#### I. Project in Brief:

The **Skills Training and Empowerment for Palestinian Youth – STEP project** comes as a continuation of Fostering Inclusive Career Choices, Resilience and Agency (FICCRA) project. The STEP project is contributing to building adolescents and youth' skills and education which are relevant to the new market opportunities through a play-based life-skills, career guidance, job readiness, and employability package.

The STEP Project targets vulnerable and school dropout adolescents and youth who will develop essential 21st-century skills such as critical thinking, problem-solving, creativity, and collaboration, while also addressing their specific learning needs and interests. Also, it will stem from a rights-based, integrated, child-centered approaches to reach Palestinian young people, aged 14 to 24 with a package that promotes their learning, upskilling their vocational training and accessing job opportunities.

The project will be implemented within seven Palestinian camps in four localities: **North Lebanon: Nahr El Bared, South Lebanon: Saida: Miyeh ou Miyeh and Ain El Hiloue, Tyre: Burj El Shemali, Rashidieh, and El Buss, and Mount Lebanon (Beirut): Shatila.**

#### 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** and **Business English and Digital Marketing & Media Literacy for Palestinian youth (boys and girls) aged 18-24 years.**

The objective of this consultancy is to upgrade the skills of 400 adolescents and 500 youth, who were either school dropouts or have learning difficulties, by empowering them through English course (reading, writing, and speaking) and computer literacy / DML course by giving them the tools they need to succeed in a digital world that is constantly changing.

*English language: the adolescents are expected to have different levels of English proficiency, before starting the course, the consultant is required to conduct a baseline assessment/diagnostic test to classify the students at their proper course level. For Computer literacy: all the adolescents are expected to start at the same level. Business English & DML course: the youth will be selected based on their academic readiness and commitment from RTP and Sub-partners.*

#### III. English and Computer courses methodology:

##### English and Computer for Adolescents (14-17 years):

- **English for Beginners course** based on local or international competency standards. The enrollment of the students in different levels should be based on a baseline assessment/diagnostic test to specify their English level. *For example, level 2 (Grade 1 and 2) level 3 (Grade 3 and 4) and so on.*
- **Basic Computer literacy course** 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.

##### Business English and Digital Literacy for Youth (18-24 years):

- **Business English course** designed to educate participants to communicate effectively in English in the workplace. The course will use interactive learning methodologies such as role-play interactive discussion, videos, games, and power point presentations.

- **Digital Marketing & Media literacy (DML) course** promotes Businesses, services, products, individuals & ideas online through several social media platforms and other online entities.

The **400** adolescents and **500** youth are coming from **seven** Palestinian camps:

| Courses / Localities  | Beirut     | Tyre       | Saida      | Nahr El Bared | Total per course |
|---|------------|------------|------------|---------------|------------------|
| English for Beginners & Basic Computer literacy (Adolescents)   | 100        | 100        | 100        | 100           | <b>400</b>       |
| Business English & Digital Marketing and Media Literacy (Youth) | 125        | 125        | 125        | 125           | <b>500</b>       |
| <b>Total per locality</b>                                       | <b>225</b> | <b>225</b> | <b>225</b> | <b>225</b>    | <b>900</b>       |

**IV. Consultant responsibilities will include the following:**

| <i>For Adolescents (14-17 years)</i>  | <i>For Youth (18-24 years)</i>   |
|---|--|
| <p><i>English for Beginners:</i></p> <ul style="list-style-type: none"> <li>▪ Setting a baseline assessment/diagnostic test to know the adolescent’s English level.</li> <li>▪ Teaching the adolescents English language: reading, writing, and speaking as per the classified levels using child centered and active learning methodologies.</li> <li>▪ Measuring the progress of adolescents in English through assignments, pre-test, post-test, and quizzes and filling out an attendance sheet for each session.</li> </ul>  | <p><i>Business English:</i></p> <ul style="list-style-type: none"> <li>▪ Teaching the youth Business English: Listening, discussion, reading, and writing. Develop fundamental communication skills for dealing with people in business circumstances. Read and write business reports, emails, and memos. Increase vocabulary in regular business contexts.</li> <li>▪ Business and Negotiation skills</li> </ul> |
| <p><i>Basic Computer Literacy:</i></p> <ul style="list-style-type: none"> <li>▪ Prepare training materials and manuals for the training for 700 adolescents. The course should be as the following: <ul style="list-style-type: none"> <li>– Introduction to the use of a computer and its accessories, Internet &amp; Microsoft Office</li> <li>– Training in Microsoft Word, Excel, and PowerPoint</li> </ul> </li> <li>▪ Provide certification for participants after completion of the course.</li> <li>▪ Pre and post assessments throughout the course</li> </ul> | <p><i>Digital Marketing and Media (DML)</i></p> <ul style="list-style-type: none"> <li>▪ Introduction to Digital Marketing and media course</li> <li>▪ Developing websites</li> <li>▪ Facebook Social Media Platform</li> <li>▪ Facebook Promotions</li> <li>▪ Instagram Promotions</li> <li>▪ LinkedIn Promotions</li> <li>▪ Online Marketing Plan</li> </ul>   |

**Writing Reports:** The consultant needs to prepare and submit reports (monthly, and final), highlighting the participant’s performance, sharing recommendations and lessons learned.

- The report is expected to include: an executive summary, a detailed description of the methodology and the work’s 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 STEP Project.
- Provide the consultant with a list of **400 adolescents & 500 youth** distributed per locality.

- Orient the consultant on RTP policies and procedures and have the consultant sign the Child Safeguarding Policy and 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 STEP Project Manager 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 participants i.e., **400 adolescents** aged 14-17 years & **500 youth** aged 18-24 years under the supervision of STEP sub-partners.

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:

### 1) Time frame for the English for Beginners & Basic Computer literacy for the Adolescents

| Activity / Task  | Deliverable  | Time frame                                   |
|--|--|--|
| Diagnostic test for the 400 adolescents                                    | <b>Set a diagnostic test.</b> <ul style="list-style-type: none"> <li>– To know each adolescent’s English level in terms of knowledge and skills</li> </ul>   | 1 week at the beginning of the course        |
| Teaching the adolescents English for Beginners and basic Computer literacy | <b>English language as per the Lebanese curriculum: reading, writing, and speaking.</b> <ul style="list-style-type: none"> <li>– Deliver English Course for adolescents for 2 months. <i>The timing and schedule of sessions will be coordinated between the consultant, RTP, and the sub-partners in each locality.</i></li> <li>– Integrate the four language skills: reading, speaking, listening, and writing during the lessons.</li> <li>– Choosing topics that should be interested in adolescents and based on things that they encounter in their daily lives.</li> <li>– Reading, phonics, grammar, and writing should be covered in relation to each topic.</li> <li>– Listening and speaking should be integrated within the topics.</li> <li>– Follow student-centered methods during the sessions.</li> <li>– Involve songs, games, videos, pictures, presentations, and many other engaging strategies in each lesson.</li> </ul> | <b>2 months</b><br>August and September 2023 |
|  | <b>Basic computer literacy</b> <ul style="list-style-type: none"> <li>– Introduction to basic functions of a computer</li> <li>– Introduction to Microsoft Office (Word, Excel, PowerPoint, Outlook)</li> <li>– Using Email: how to create email account, write &amp; send email, etc.</li> <li>– Internet Access and Use: internet &amp; online resources</li> <li>– 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.</li> </ul>   |  |

|  |  |   |
|--|--|---|
| Assignments, tests, and quizzes to measure the progress of adolescents.  | <ul style="list-style-type: none"> <li>– English course: Give assignments, quizzes, and tests.</li> <li>– Computer course: Give assignments, practical tasks, group work/ presentation.</li> </ul> | 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"> <li>– Fill out an attendance sheet</li> </ul>   | Every session   |

## 2) Time frame for the Business English & Digital Marketing and Media (DML) for the Youth

| Activity / Task   | Deliverable  | Time frame  |
|---|--|---|
| Teaching the youth Professional and Business English and Digital Marketing and Media              | <i>English language: reading, writing, and speaking.</i> <ul style="list-style-type: none"> <li>– Listening, discussion, Reading, and writing <ul style="list-style-type: none"> <li>○ Develop fundamental communication skills for dealing with people in business circumstances.</li> <li>○ Read and write business reports, emails, and memos.</li> <li>○ Increase vocabulary in regular business contexts.</li> </ul> </li> <li>– Business and Negotiation skills</li> </ul> | <b>2 months</b><br>(Sept till Nov 2023)   |
|   | <i>Digital Marketing and Media:</i> <ul style="list-style-type: none"> <li>– Introduction to Digital Marketing and media course</li> <li>– Developing websites, Facebook Social Media Platform, Facebook Promotions, Instagram Promotions, LinkedIn Promotions, Online Marketing Plan</li> </ul>   | <b>2months</b><br>(Sept till Nov 2023)  |
| Assignments, tests, and quizzes to measure the progress of youth.                                 | <ul style="list-style-type: none"> <li>– English course: Give assignments, quizzes, and tests.</li> <li>– DML course: Give assignments, practical tasks, group work, presentation, etc.</li> </ul>   | The consultant should suggest the frequency of assignments, quizzes, and tests. |
| Submission of attendance sheet of the youth to make sure that they are attending and following up | <ul style="list-style-type: none"> <li>– Fill out an attendance sheet</li> </ul>   | Every session   |

**Additional note:**

- The consultant should provide the needed books and stationery for the participants.
- The collaboration (with the institute/ organization) will take the form of a consultancy. The detailed process/timeline would be discussed in detail with the selected consultant.
- No more than 25 students in each class.

**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 costs for the consultancy. RTP payment will be divided as follows:

- First payment of **20%** 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 **40%** within 15 days after completion.

Under no circumstances should the consultant invoice for more than the agreed contract. The consultant should send RTP the 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 participants aged 14-24 years – *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:

- Technical proposal including - Cover Letter, suggested approach, methodology, references.
- Financial proposal (attached as PDF) should be signed and stamped in **USD / TTC**
- Signed Tenderer's Declaration
- Registration and legal permits.

Please send your proposal for the "Application of English & Computer Courses for Adolescents and Youth." to the below address.

**4th Floor, Dekwaneh 1161 Industrial Park Bldg, Street #901, Area #48, Dekwaneh | PHONE + 961 1 684 183 | WEBSITE [www.righttoplay.com](http://www.righttoplay.com)**

Offers must be (sealed, signed and stamped with the name of the Company, Proposal title and reference).

For inquiries kindly send them to the below email addresses before **Friday 30<sup>th</sup> June 2023**. Inquiries after this date will not be considered.

Mariam Zaytoun – Logistics Officer ([mzaytoun@righttoplay.com](mailto:mzaytoun@righttoplay.com))- (8:00 AM to 4:00 PM)

Kevork Dersarkissian – Logistics Coordinator ([kdersarkissian@righttoplay.com](mailto:kdersarkissian@righttoplay.com))- (8:00 AM to 4:00 PM)

Deadline to submit TOR: **Thursday, 6<sup>th</sup> July 2023.**

***NB. Only qualified individuals will be contacted for this assignment.***

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](http://www.righttoplay.com)