

Request for Proposals

Terms of Reference

Mastering Digital Innovation Courses for 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 Palestinian camps in localities: *North Lebanon: Nahr El Bared, South Lebanon: Saida: Miyeh ou Miyeh and Ain El Hiloue, Tyre: Camps (Burj El Shemali, Rashidieh, El Buss) and gatherings (Shabriha, Qasimiye, Maachouq, Jal El Baher), and Mount Lebanon (Beirut): Shatila.*

II. Objective:

Right To Play International is seeking a qualified vendor to deliver a series of training courses aimed at enhancing the skills and capacities of Palestinian youth aged between 18 to 24 years residing in Palestinian camps and gatherings.

The primary objectives of this consultancy are:

- To empower them with the necessary tools and knowledge to succeed in the digital economy and entrepreneurial landscape.
- To provide Palestinian youth with relevant skills and knowledge to enhance their employability and entrepreneurial opportunities.
- To promote innovation and digital literacy among Palestinian youth through specialized training programs.

The required courses are: Digital Marketing, Videography and Editing, Online Freelancing, Content Creation, Artificial Intelligence (AI), and Advanced Entrepreneurship

Themes	Course titles	Description
Digital & Media Skills	Digital Marketing	Learn fundamentals and advanced techniques of digital marketing and develop, implement, and manage effective marketing strategies across various digital platforms.
	Videography and Editing using Mobile and Computer	Learn professional videography and editing, how to use mobile apps and computer software to edit footage, add effects, and produce high-quality videos.

Online Revenue Channels	Online freelancing	Explore the essentials of online freelancing, from setting up profiles on various freelance platforms to securing and managing freelance projects.
	Content Creation	Learn the principles and techniques of producing high-quality content for websites, blogs, social media, and other digital channels.
Web 3.0	Artificial Intelligence - AI	Offers an in-depth understanding of artificial intelligence concepts and applications and learn about and AI ethics.
Entrepreneurship	Advanced Entrepreneurship	For youth with prior knowledge of entrepreneurship, aim to deepen their understanding and capabilities on business planning, financial modeling, strategic marketing, leadership, and innovation management.

III. Target Participants

The target participants for this project are Palestinian youth aged 18-24 years residing in Palestinian camps and gatherings in Nahr El Bared, Saida: Miyeh ou Miyeh and Ain El Hiloue, Tyre: Camps (Burj El Shemali, Rashidieh, El Buss) and gatherings (Shabriha, Qasimiye, Maachouq, Jal El Baher), and Beirut: Shatila. Priority will be given to vulnerable and school dropouts youth who are unemployed, underemployed, or interested in upgrading their digital skills.

IV. Scope of Work:

The training course should be designed to accommodate the needs and interests of the youth, while ensuring practical relevance and applicability to real-world scenarios. The courses should be interactive, engaging, and accessible to participants with diverse backgrounds and skill levels. The courses will be conducted in three cycles, tailored to the specific needs and preferences of each location as per the below table, *with possibility for adjustments*:

Locations	Cycle 1 (June -July 24)	Cycle 2 (Aug – Sept 24)	Cycle 3 (Oct – Nov 24)
Nahr El Bared Camp	Digital Marketing	Content Creation	Artificial Intelligence - AI
	Online freelancing	Entrepreneurship Cycle	Videography & Editing
Ein EL Helwe Camp	Artificial Intelligence - AI	Entrepreneurship Cycle	Videography& Editing
		Content Creation	
Al Buss Camp in Tyre	Videography & Editing	Entrepreneurship Cycle	Content Creation
		Online freelancing	
Shatila Camp	Digital Marketing	Artificial Intelligence - AI	Content Creation
	Entrepreneurship Cycle		

a) Consultant responsibilities will include the following:

- Develop and design a comprehensive training curriculum for each of the specified training courses, considering the targeted audience.
- Recruit and mobilize qualified trainers with expertise in each designated course. Trainers should have strong experience in youth teaching methodologies.
- Deliver interactive and engaging training sessions to participants across three cycles in the Palestinian camps and gatherings. Each cycle will cover a selection of the course based on a need at each location as per the above table.

- Develop the necessary training materials and resources including handouts, presentations, and practical exercises and provide technical support throughout the duration of the courses.
- Monitor and evaluate the progress of youth and adjust the training approach as needed.
- Ensure compliance with RTP safeguarding regulations and safety protocols during the training sessions.
- Prepare and submit reports (monthly, and final), highlighting the participant’s performance, sharing recommendations and lessons learned. *The final 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.*

b) RTP responsibilities will include the following:

- Provide the consultant with an overview and guidance on STEP Project.
- Provide the consultant with a list of youth participants as per locality.
- Coordinate with the project sub-partners (North, South and Beirut) on the training venue at their centers.
- 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.

V. Time frame and Deliverables

The consultant will provide the training courses at STEP Project Sub-partner premises (centers in Nahr El Bared, Shatila, Ein El Helwe and Al Buss) over **THREE cycles (June- July, August- September, October – November 2024)** for the youth participants aged 18-24 years under the supervision of STEP sub-partners.

Deliverable	Time frame
Develop and design the course curriculum and materials	To be ready in June 2024
Registration and roll out of the youth at the courses	Three cycles: June- July, August- September, October – November 2024
Give assignments, tests, and quizzes to measure the progress of youth.	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	Every session
Provide Certification for all the youth participants	At the end of each course

- The consultant should provide the needed books and handouts for the participants.
- The collaboration will take the form of a consultancy. The detailed process/timeline would be discussed in detail with the selected consultant.
- Each class is expected to have no more than 25 students.
- The possibility of swapping or transferring classes between areas *in case of shortage of participants in one area.*

VI. Budget and payments

The prospective consultant should provide a budget which includes the rate **per course**. 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.

VII. Selection criteria

A required consultant should have the following competencies and experience:

- Proven experience in delivering training programs for youth in similar context, *it is a plus if experience with participants who have challenging educational background as vulnerable and school dropouts.*
- Expertise in developing and delivering training on the specified courses: Digital Marketing, Videography and Editing, Online Freelancing, Content Creation, Artificial Intelligence (AI), and Advanced Entrepreneurship.
- Experience working with Palestinian youth participants living in Palestinian camps and gatherings.
- A competitive proposal that includes a detailed training plan, budget, and team qualifications.
- Demonstrated understanding and support of principles of equity, participation, and inclusion.

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**
- Registration and legal permits.
- 3 References from INGOS with updated contact information.

Please send your proposal for the “**Application of Mastering Digital Innovation Courses for Palestinian Youth.**” to the below email address.

lbprocurement@righttoplay.com

For inquiries kindly send them to the below email addresses before **5th of June 2024**. Inquiries after this date will not be considered.

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

Deadline to submit TOR: **10th of June 2024**

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