

Term of Reference (TOR)

Right to Play is looking for an experienced consultant to carry out deliverables specific to STEP project - Skills Training and Empowerment for Palestinian Youth.

STEP Project: The Skills Training and Empowerment for Palestinian Youth – STEP 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 7 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.

SUMMARY:

The consultant reports directly to the Project Manager (PM) and is mainly responsible for the design of the occupational therapy and social and emotional skills components of the Skills Development package as part of the learning pillar of STEP project. The consultant is also responsible for delivering a Training of Trainers (ToT) for staff who will deliver the training to the youth and adolescents.

DESCRIPTION OF THE REQUIRED SERVICE PROVISION

CONSULTANCY OUTPUTS

- Prepare learning materials of the Skills Development package including occupational therapy, inclusion, social and emotional skills for adolescents (14-17) and youth (18-24)
- Prepare training materials for the Skills Development Package for staff who will carry out the training for adolescents and youth.
- Facilitate the training of trainers (ToT) for staff who will carry out the training for adolescents and youth.
- Monitor the implementation of the training package in the 1st cycle in all areas.
- Prepare an end report for the training including an assessment of the trainees.

CONSULTANT’S PROFILE

REQUIRED COMPETENCIES

- Sensitivity and adaptability to culture, gender, religion, nationality, and age.
- Analyzes occupational performance and engagement issues and proposes options to increase inclusion and accessibility in the person’s environment.
- Strong interpersonal and communication skills, resourcefulness, initiative, maturity of judgment, tact, and negotiating skills, and the ability to cope with situations that may pose conflict.

- Strong analytical, reporting and writing abilities skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to accommodate additional demands on short notice.
- Ability to work under pressure and in stressful situations.
- Ability to manage heavy workloads and solve complex problems with minimum supervision.
- Monitor the implementation of the training package in all areas.

LANGUAGE REQUIREMENTS

The working language for this service is Arabic and English, however, all reporting and communication shall be conducted in English unless otherwise stated. The consultant should be able to communicate fluently in Arabic among the participants.

MINIMUM QUALIFICATIONS

The minimum qualifications and skills of the expert are:

EDUCATION

- Advanced university degree (Master, PhD) in occupational therapy, psychology, sociology, social sciences, or related field.

PROFESSIONAL EXPERIENCE

- At least 5 years of proven working experience relevant to the position
- Extensive technical knowledge relevant to the thematic area (occupational therapy)
- Experience in play-based methodology of training (Music, Arts, Theater).
- Excellent drafting and formulation skills, and proven record of official reports or papers/studies in the selected area (occupational therapy)
- Proven training experience – TOT experience would be an asset.
- Proven ability to work in a multicultural setting (work experience or research)
- Proven ability to deliver in a timely manner within cost and quality standards.
- Excellent oral and written skills
- Excellent writing and reporting skills.

Budget consideration

The service provider shall provide a consultancy fee that includes all his / her costs for the stated number of days (see consultancy fees breakdown). The consultant's fees are subject to **8.5%** withholding tax if he/she does not have an MOF number (*Agreements will be registered in the MOF regardless of if the consultant has an MOF number or not*)

APPLICATION FORMAT

Prospective candidates are invited to submit the following:

- **Cover Letter** (explaining why you are the most qualified for this consultancy including previous experience undertaking similar assignment and when you will be available.)
- Most updated **Resume/CV**
- **Consultancy Fees** – Indicate your overall budget – details in Annex I (*Please note that RTP will not be responsible for the consultant's accommodation and travel expenses outside the operational area.*)
- Provision of two **references**: the consultant must provide name, organization and contact details and a brief description of the most recent consultancies in a similar field. Each reference provided should be the client's responsible project administrator or a senior official of the client who is familiar with the consultant's performance and work.

Please send your technical proposal (including CV, years of experience, cover letter) and your financial proposal (signed and stamped) to the below email address. lbprocurement@righttoplay.com

Clearly stating the subject: **"Application of Occupational Therapy and Social & Emotional Skills Consultant"**

For inquiries kindly send your questions clearly before the below deadline to the following email addresses:

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

Deadline for Inquiries: 5th of June 2024

Deadline to submit TOR: 10th of June 2024

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

Annex I

Option I			
Description	Number of days	Occupational Therapy sessions	Social & Emotional Skills sessions
Design curriculum/ material	5 days	Yes	Yes
Design 4-day ToT		Yes	
Conduct 4-day training for One Group in Beirut	4 days	Yes	
Monitor the implementation of the training package in the 1 st cycle in all areas.	18 days	Yes	
Deliver monthly & end report	2 days	Yes	
Total number of days	29 days		

Option II			
Description	Number of days	Occupational Therapy sessions	Social & Emotional Skills sessions
Design curriculum/ material	5 days	Yes	Yes
Design 4-day ToT		Yes	
Conduct 4-day training for Two Groups. <i>Group I: in Saida & Group II: In Beirut</i>	8 days	Yes	
Monitor the implementation of the training package in the 1 st cycle in all areas.	14 days	Yes	
Deliver monthly & end report	2 days	Yes	
Total number of days	29 days		