

Term of Reference (TOR)

Training of Trainer (ToT) on Career Guidance & Job Readiness Sessions

Background

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 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, and **Beirut:** Shatila.

Objectives

The objective of this activity is to provide the vulnerable and school dropout Palestinian adolescent and youth with support and guidance to acquire the skills, knowledge, and mindsets needed to thrive in today's fast-paced, interconnected world. By channeling adolescents 14-17 years into Career Guidance session and youth 18-24 years into Job Readiness sessions, where they will receive age-appropriate instruction and support.

On completion of this activity, all the beneficiaries will be able:

1. **For adolescents:** to make more informed decisions around their career path and introducing professions that align with their preferences.
2. **For youth:** to provide opportunities for skill development, career exploration, and networking that can help prepare youth for success in the workplace.
3. **For adolescents & youth:** to learn essential life skills under RTP's Life skills umbrella of Myself, My Social Interaction with Others, and My Role in the Community.
4. **For adolescents & youth:** to adjust to new realities and develop coping mechanisms, as well as maintain hope for the future.

Scope of work of the Training Expert

Under the overall supervision and guidance of Right To Play, the training provider will perform the following specific tasks:

- 1) **Career guidance sessions:**
 - Design a syllabus for coaches to lead 6 sessions (1.5 hours each) on career guidance that includes six professions (Health care, Solar panels and electricity, Hospitality / cooking, social worker / Early childhood educator, Fine Arts: Photography, Graphic design, and Business management: marketing, human resources, entrepreneurship).

Each session needs to orient the beneficiaries with the needed technical and life skills of the respective profession.

- Conduct 2-day Training of Trainer (ToT) for the Sub-partner's coaches on the drafted Career guidance syllabus.

2) Job Readiness sessions:

- Design a syllabus for coaches to lead 6 sessions (1.5 hours each) on Job readiness that covers the following topics: Develop interviewing skills, financial literacy, Career planning, Time management and work etiquette, Job search strategies, and Introduction to Entrepreneurship. Each session needs to orient the beneficiaries with the needed technical and life skills.
- Conduct 2-day Training of Trainer (ToT) for the Sub-partner's coaches on the drafted Job readiness syllabus.

3) The ToT of Career guidance & Job readiness sessions will be delivered for three Sub-partner's coaches in North, South, and Beirut.

4) Deliver an end report on the completed 6 trainings (2 days each). A total of 12 training days.

Deliverable

- Career guidance & Job readiness training plans and modules are properly designed, documented, and delivered.
- The training sessions will be delivered to 56 coaches identified from the sub-partners as follows:
 - **Career guidance sessions:** 28 coaches (7 coach per location, *i.e.*, 7 in Tripoli North Lebanon, 14 in Tyre & Saida South Lebanon, and 7 in Beirut Lebanon)
 - **Job readiness sessions:** 28 coaches (7 coach per location *i.e.*, 7 in Tripoli North Lebanon, 14 in Tyre & Saida South Lebanon, and 7 in Beirut Lebanon)

Training Duration:

- The Career guidance ToT sessions are expected to be completed in 1 month (tentatively June 2023).
- The Job readiness ToT sessions are expected to be completed in 1 month (tentatively July 2023).
- Delivery of 6 days on-site **2 -day Career guidance ToT sessions** located in Tripoli North Lebanon, South Lebanon, and Beirut Lebanon.
- Delivery of 6 days on-site **2 -day Job readiness ToT sessions** located in Tripoli North Lebanon, South Lebanon, and Beirut Lebanon.

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. Being a hands-on training, 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

- Preferrable master’s degree in career counseling, human resources, education, or other related fields.

Professional experience

- Minimum of 8 years of experience in orienting young people in choosing their career. Trainer needs to have a proven track record of providing career guidance to individuals or groups. Experience in a similar setting (e.g., working with students, job seekers, or career changers) is particularly relevant.
- Experience in conducting training sessions on job readiness, career development, and employability skills. The trainer should have experience in working with diverse groups of participants, including youth and individuals from marginalized communities.
- Strong Communication Skills: The trainer should have excellent communication skills, including the ability to convey complex information in a clear and concise manner. The trainer should also be able to facilitate group discussions and encourage participation from all participants.
- Ability to Develop Training Materials: The trainer should be able to develop training materials such as presentations, handouts, and exercises that are engaging and effective. The trainer should also be able to customize training materials to meet the needs of specific groups, in particular Palestinian camps and gatherings.
- Evaluation and Monitoring: The trainer should have experience in evaluating the effectiveness of training sessions and monitoring the progress of participants. The trainer should be able to use evaluation tools such as surveys, questionnaires, and assessments to measure the impact of the training sessions on participants.
- Cultural Competence: The trainer should have a good understanding of Palestinian context in Lebanon and be able to adapt training materials and delivery methods to meet the needs of participants from diverse backgrounds.
- Proficiency in English and Arabic

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 7.5% withholding tax if he/she do not have an MOF number.

Application Format

The following must be submitted to consider your applications:

- ✓ **Technical Proposal including:**
 - ✓ **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 of the consultant conducting the training.**
 - ✓ 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.

- ✓ **Financial Proposal** – Indicate your overall budget – attached template (*Please note that RTP will not be responsible for the consultant’s accommodation and travel expenses outside the operational area.*)

Please send your proposal for the “**Application of Training of Trainer (ToT) on Career Guidance & Job Readiness sessions**” to the below email addresses. Kindly add both email addresses when sending full proposal documents. And make sure to send document in PDF format signed and stamped by company.

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

Deadline to submit TOR: **Friday, 26th May 2023**

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

Please note that this call for applications is contingent upon the successful awarding of the grant. If the grant is not awarded to Right To Play, we will not be able to proceed with the project. Therefore, the contract with the selected consultant(s) will be subject to the approval of the proposal from the donor.

Annex I

Activity Description on Delivering ToT on Career Guidance and Job readiness sessions.

Provide vulnerable and school dropout adolescents and youth with support and guidance to acquire the skills, knowledge, and mindsets needed to thrive in today's fast-paced, interconnected world. By channeling them into one of the two designed tracks according to their age group, we can ensure that they receive age-appropriate instruction and support.

Right To Play will be implementing their Play based Life skills approach using structured play and interactive games to teach adolescents and youth essential life skills under RTP's Life skills umbrella of *Myself, My Social Interaction with Others, and My Role in the Community*. This approach is grounded in the belief that play is a fundamental human right and a powerful tool for promoting positive social and emotional development.

The provision of life skills is also intended to support the adolescents and youth to adjust to new realities and develop coping mechanisms, as well as maintain hope for the future. During Pathway I "Career guidance and Job Readiness", the adolescents and youth will be receiving 10 sessions as follows:

- **Adolescents aged 14 -17 years** will be attending 10 sessions of career guidance and life skills. These 10 sessions will allow the adolescents to make more informed decisions around their career path and introducing professions that align with their preferences and field they would like to pursue employability in. The 10 sessions will be divided as follows:
 - **Session 1:** Intro + code of conduct + definition of STEP project journey
 - **Session 2:** RTP Play based Life skills | **Myself:** Self-confidence, Self-awareness, Managing emotions.
 - **Session 3:** RTP Play based Life skills | **My Social Interaction with Others:** Communication, Respect for similarities, & Differences, Managing negative interactions.
 - **Session 4:** RTP Play based Life skills | **My Role in the Community:** Self-efficacy.
 - **Session 5 to 10:** Career guidance on 6 professions (*identified based on STEP project and preferences of Palestinian adolescents*).
 - 1) Health care
 - 2) Solar panels and electricity
 - 3) Hospitality / cooking
 - 4) Social worker / Early childhood educator
 - 5) Fine Arts: Photography, Graphic design, etc.
 - 6) Business management: marketing, human resources, entrepreneurship, etc.

- **The Youth aged 18-24 years** will be attending 10 session of Job readiness and life-skills sessions. The 10 sessions are crucial for the personal and professional development of youth. The sessions will provide opportunities for skill development, career exploration, and networking that can help prepare youth for success in the workforce. By participating in job readiness sessions, youth can build valuable skills such as communication, teamwork, and problem-solving, as well as gain insights into their interests, strengths, and values. They can also learn how to create effective resumes and cover letters, prepare for interviews, and make a positive impression on potential employers. The 10 sessions will be divided as follows:
 - **Session 1:** Intro + code of conduct + definition of STEP project journey

- **Session 2:** RTP Play based Life skills | **Myself:** Self-confidence, Self-awareness, Managing emotions.
- **Session 3:** RTP Play based Life skills | **My Social Interaction with Others:** Communication, Respect for similarities, & Differences, Managing negative interactions.
- **Session 4:** RTP Play based Life skills | **My Role in the Community:** Self-efficacy.
- **Session 5 to 10:** Job readiness to help youth develop the skills and knowledge they need to succeed in the workplace.
 - 1) **Develop interviewing skills:** Conduct mock interviews and provide feedback to help them improve their skills.
 - 2) **Financial literacy:** Teach the youth about budgeting, saving, and investing. This will help them manage their finances and make smart financial decisions as they begin their careers.
 - 3) **Career planning:** Help the youth create a career plan that aligns with their interests, skills, and values.
 - 4) **Time management and work etiquette:** Provide practical skills and strategies to promote workplace etiquette and time management, and to emphasize the importance of professionalism and productivity in the workplace.
 - 5) **Job search strategies:** Teach the youth how to effectively search for jobs online and through other channels.
 - 6) **Introduction to Entrepreneurship:** introduce youth to the know-how of creating, developing, and managing a new business venture.