

## Terms of Reference

### CLST-IL-00012 Digitization of Circular Economy Curriculum under the Catalyst Program

Subject: Request for Proposal Digitization of Circular Economy Curriculum.  
Reference: CLST-IL-00012  
Posted Date: May 22, 2024  
Deadline: May 31, 2024

#### ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness, and financial literacy.

#### ABOUT CATALYST

Catalyzing Youth Shaping Transformation is a dynamic program designed to ignite positive change among North Lebanon's youth, with a specific focus on gender dynamics and community building in sustainability. Catalyst is part of the PCL project that is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). PCL is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in partnership with the Ministry of Social Affairs and in cooperation with INJAZ Lebanon and the municipalities of Al Minaa, Bourj El Yahudiyeh, Deir Ammar, Kfarhelda, Mishmish, and Tripoli.

#### 1. Background

INJAZ Lebanon is seeking innovative and dynamic service providers to collaborate with us in digitizing our circular economy curriculum. As a youth-centric organization dedicated to fostering entrepreneurship, financial literacy, and work readiness among Lebanese youth, we are committed to providing cutting-edge educational experiences that empower our participants to thrive in a rapidly evolving world.

We are inviting service providers with expertise in curriculum development, digital education technologies, and sustainability to join us in this attempt of translating our circular economy principles into captivating digital learning experiences for our target audience.

The digitized program developer is responsible for creating content compatible with our Moodle Learning Management System (LMS), which is managed by a separate party. The developer will collaborate closely with our LMS management team to ensure seamless integration of the program materials into the Moodle platform. Coordination between the developer and our LMS manager will be essential to guarantee the smooth delivery of the educational content to our target audience.

#### 2. Key requirements for interested service providers include

- At least 2 years of experience in developing digital educational content, preferably in the fields of sustainability, circular economy, or related areas, is required.
- Proficiency in utilizing multimedia elements, gamification techniques, and interactive features to enhance learning outcomes.

- Ability to tailor content to diverse learner profiles, including high school and university students, ensuring inclusivity and accessibility.
- Commitment to collaborative partnership, with a focus on aligning with INJAZ Lebanon's values and mission to empower youth through education.

### 3. Scope of Work

- **The content currently exists in hard copy format. We will require the service provider to digitize this material. Additionally, the content incorporates videos sourced from YouTube. Therefore, the development of infographics and gamification elements will be necessary and should be undertaken by the service provider.**
- Digitize the Circular Economy Curriculum into 10 modules for Moodle LMS
- Develop engaging presentations, self-learning activities/quizzes, videos, and animations for each module.
- Align design with branding guidelines and provide downloadable/adaptable worksheets or canvases.
- Specify clear learning objectives, completion time, and sequential activities for effective learning outcomes.
- **Technical documentation** for Moodle LMS compatibility and ongoing technical support during implementation.
- The service provider will be responsible for creating feedback activities and assessment materials, which are integral components of the curriculum.
- The digitized content must be in Arabic Language.

### 4. Mode of Payments

- Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/over-the-counter payment after submission of an appropriate and acceptable original invoice with all the requested to INJAZ Lebanon.
- INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges.

### 5. Qualifications

- Proven track record in digitization projects, preferably in the relevant field (Education, Sustainability, Circular Economy)
- A portfolio showcasing previous work in digitization, curriculum development, and educational content creation.

### 6. Timeline

- The entire digitization project, including all deliverables, must be completed no later than 30 working days following the signing of the agreement with the selected service provider.

### 7. How to Apply

To apply, please submit the following documents via email to [firas@injaz-lebanon.org](mailto:firas@injaz-lebanon.org) Cc [Joseph.a@injaz-lebanon.org](mailto:Joseph.a@injaz-lebanon.org) **no later than May 31, 2024**

- **Company profile**

- **Portfolio or Samples**
- **Detailed proposal document outlining the approach to the digitization, this should include (Methodology, timeline, deliverables, and any other relevant information)**
- **Financial Proposal**
- **Validity of the offer**

Please mention in the subject line **CLST-IL-00012 Digitization of Circular Economy Curriculum Development.**

Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

If your organization shares our passion for youth development and possesses the expertise to contribute to our digital transformation journey, we invite you to submit a proposal outlining your approach, relevant experience, and proposed timelines for collaboration.