**Consultancy Title:** Training Module Developer

**Duty station:** Beirut - Lebanon

**Duration of assignment:** Two Months

**Contract type:** Consultancy

**Starting date:** August 3rd, 2020

***Expertise France***

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1. **PROJECT BACKGROUND**

Within the context of the Shabake project, the overall objective of the proposed action is for Mouvement Social (MS) to be strengthened and well equipped to empower affected youth to act as agents of change in their communities. The project tackles both, MS’ structure as an entity, and MS’ operations in terms of programming and community support. Within the Shabake project, MS will be implementing a Vulnerability Reduction Project, where it will invest its historical experience and its gained capacities to revitalize Volunteerism as a key component for civic engagement, community development and youth empowerment that is relatively needed in such defining moments in Lebanon. **One of the projects elements is to empower youth volunteers through training and coaching on several topics, including MS’s history, values, approach to social work, volunteerism and civic engagement.**

1. **CONSULTANCY DESCRiption**

This consultancy aims at supporting the Continuous Learning and Empowerment (CLE) Specialist at Mouvement Social to set the curricula for and review of the training packages and material produced by the CLE Unit in terms of goals, design, coherency and structure.

The consultant will be working with the CLE Specialist in order to produce the needed deliverables for Mouvement Social that shall be used to train MS youth Volunteers. The CLE Specialist is responsible for the capacity building endeavors of MS personnel and Volunteers and she will be overseeing and delivering the trainings needed under the Shabake Project.

1. **OBJECTIVE AND SCOPE OF WORK**

Reviewing the content of the training packages and supporting the CLE Specialist to set their goals, coherency and structure within the following topics:

**The first package**: **Introduction to Mouvement Social**

* **First** - History and context of the organization’s foundation, coinciding with the entry stage of the development concept and organizations to Lebanon, in parallel with the IRFD mission, which at that time carried out the first needs comprehensive assessment in Lebanon.
* About Bishop Haddad
* The economic, social and health conditions that accompanied the establishment of MS
* The founding stage, the launch of the idea, its beginnings, the founders
* **Second -** MS’ approach to social work and development
* From its inception to the beginning of the Lebanese war
* Post-war phase
* A model in social development work (models of programs, activities and interventions that have provided lessons learned)

**The second package**: **MS’ core thought**, which includes:

* Shared values and principles of MS, including but not limited to:
* Un-charitableness, that is comprehensive and integrated development
* Non-sectarianism, i.e. secular, inclusive and neutral positivity
* Nonpartisanship, that is working with everyone without exception and excluding any belonging to a certain party
* Multilateralism, that is coordination with all the involved stakeholders

**Third package: volunteering**, which includes:

* Volunteering, as one of MS’ pillars since its beginnings
* Volunteering and strengthening social awareness and solidarity by committing to the public interest and marginalized issues
* Volunteering and strengthening youth’s capacities so they become agents of change in their societies
* Volunteering as the core of citizenship, meaning the commitment to public interest for the common weal

1. **KEY TASKS AND DELIVERABLES**

* Assisting in issuing curricula for the training packages
* Reviewing the previously mentioned training packages to ensure the correctness of the training goals in terms:
  + Clarity of the objectives and the possibility of measuring them
  + Setting the indicators to evaluate the trainings and the tools to measure the impact of the trainings.
  + Adjusting the above based on the feedback of the pilot trainings
* Designing 3 short videos (3-5 minutes) in respect to the training packages.

1. **TIMELINE AND LOCATION OF THE CONSULTANCY**

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| **Task** | **Deliverable** | **Time of Implementation** |
| General meeting for the 2 parties | Getting to know each other, plan and work schedule | Once the consultant is recruited |
| Meeting to set the workplan | Workplan | Week after the starting day |
| Presentation of the work plan/ Plan examination by the concerned parties for approval or amendment | Clear work plan with training objectives / approaches / curriculum / schedule | 15 days after the first meeting |
| Regular meetings with the consultant to review the training packages | Provide feedback and comments and feedback on the training packages for the CLE specialist to adjust |  |
| Delivery of training curriculum and units progressively | Curriculum + Monitoring Tools | After approval on first draft |
| Pilot the training modules before final approval | Amended module, if necessary |  |
| Delivery of the training final package including modules and curriculum. | Receive the requested deliverables finalized with all necessary equipment, resources and supplies identified. Innovative material with visual and audio resources.  Module’s approach and usage. |  |

Location(s): Beirut

Timeline for completion of deliverables: around 2 months

1. **ROLES AND RESPONSIBILITES**

**Consultant:** The Consultant will be responsible for designing and delivering the following:

* Develop a comprehensive vision on how to revise and prepare the action plan comprising training resources and curricula.
* Review the training packages to ensure the information is delivered in a clear and concise manner taking into account the logical, practical and scientific sequence.
* Participate and invite to coordination meetings as needed.
* Respect the agreed timeline.
* Deliver the curriculum of the training packages as agreed and with respect to the timeline, after piloting and approval.

**Expertise France:** Expertise France will contract the consultant and will be responsible for the overall management of the Consultant including:

1. Developing and finalizing the terms of reference and contract
2. Reviewing and approving all expected deliverables with the Consultant
3. Supporting the Consultant in connecting and meeting with the NGO receiving the service
4. Overall monitoring of the assignment activities and the delivery of milestones.
5. **QUALIFICATIONS**

* Extensive experience in managing and implementing consultations
* Extensive experience in developing training modules or curricula in youth development and civic engagement topics
* Experience in producing short videos
* Analytical, organizational, and planning skills.
* Proficiency in written Arabic
* Ability to work in a participatory approach with a certain flexibility
* Professional commitment and ability to work under pressure.
* Ability to communicate, negotiate and adapt to work requirements.
* Integrity, respect and responsibility.

1. **Selection Criteria**

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| --- | --- |
| **CRITERIA** | **WEIGHT** |
| **Quality** | **70** |
| Years of relevant experience preferably 5 years and above | 20 |
| Experience in working with humanitarian organizations, minimum of 2 contracts with humanitarian organizations | 20 |
| Quality of the portfolio and proposal in relation to developing training modules | 30 |
| **Financial Offer** | **30** |

1. **HOW TO APPLY**

Please send your application to : [info-shabake@expertisefrance.fr](mailto:info-shabake@expertisefrance.fr)

The application must include:

* Technical offer:
  + Proposed methodology
  + Workplan for the assignment
  + CV of the expert or experts
  + Reference in similar experience, minimum of 2 references of humanitarian organizations
  + Signed TOR
* Financial offer:
  + Budget for the action (including Transport, communication, and taxes etc.…)

The deadline for application is **Sunday, July 19th, 2020 at 17:00**

1. **Payment conditions**

2 payments according to the progress of work (following the level of completion that will be done by the consultant and approved by Expertise France)

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| **Payments** | **Deliverable** |
| 1st payment | 50% of the total amount upon completion of 50% of the service |
| 2nd payment | 50% of the total amount upon completion of 100% of the service |

Invoices for interim payment shall be accompanied by a progress report or any other document in accordance with the requested services.

Expertise France make the payment within 30 days from receipt of the invoice.