

## Request for Proposals – English Courses Consultant / Institution / Organization TOR

### Rehabilitation Consultant TERMS OF REFERENCE:

#### I. PROJECT IN BRIEF:

EQIE Program is a 5-year program (2020-2024) funded by the Norwegian Agency for Development Cooperation (NORAD). It aims to improve the reading skills for 10000 children and youth aged 3 to 10 years old, through a school and community-based and e-learning approach through engaging teachers and coaches in RTP's PBL Methodology. In addition, the program will increase the enrollment of children with disabilities in schools. Complimenting school-based activities, initiatives at the community level will aim to create an enabling, safe and inclusive learning environment that is supportive of children's wellbeing. In order to respond to the country's context, the program will maintain a broadened target group to include Syrian refugees, in addition to Palestinian refugees, and disadvantaged Lebanese host communities. Target locations will include 10 Palestinian refugee camps in addition to settlements where many Syrian refugees reside, spread out across 3 Governorates: Beirut, South, and North. Acknowledging that the geographical areas with the highest concentration of refugees are also the areas most affected by poverty, disadvantaged communities in surrounding areas will also be targeted. Further building on its established relationships with civil society organizations, RTP will continue collaborating with a range of community-based implementing partners throughout the program implementation.

#### II. OVERALL PURPOSE OF THE ENGLISH COURSE:

RTP is seeking for an expert **consultant** to deliver an English course for parents/mothers of the learning support centers in South and North Palestinian camps.

The objective of this consultancy is to upgrade the English reading, writing and speaking of 40 mothers who attended the English course level 1 (kindergarten level) to level 2 (grade 1/2 level) as per Lebanese curriculum.

### III. ENGLISH COURSE METHODOLOGY:

The English course should be based on the Lebanese curriculum and could be followed by some skills taken from the American or European Curriculum. The Level of the curriculum should be level 2 (Grade 1 and 2). The 40 mothers will be divided into 4 groups: Each group is about 10 to 13 mothers (Naher El Bared, Burj Shemali, Ain El Helwe and Rachidiye Camps) .

The course will be delivered during 7 months.

### IV. Consultant responsibilities will include the following:

- Setting an assessment to know mothers' knowledge and skills in studying English
- Training the mothers on reading, writing and speaking - level 2 English (grade 1/2 level)
- Measuring the progress of mothers in English through assignments, tests and quizzes and filling out an attendance sheet for each session
- Encouraging mothers to submit project in English
- Writing Reports: The consultant will prepare reports (monthly, and final) detailing each intervention, inclusive of recommendations and lessons learned. The report will consist of, at minimum, an executive summary, a detailed description of the methodology and works' evolution, a table listing challenges and limitations faced, solutions adopted to overcome them etc.

### V. RTP responsibilities will include the following:

- Provide documents on the project to be reviewed by the consultant
- Orient the consultant to Right To Play's programs and its M&E strategy, procedures and systems
- Orient the consultant on RTP Policies and Procedures
- Provide feedback to preliminary results
- Review reports submitted by the consultant

The consultant will directly report to the Project Officer at Lebanon office, who will serve as the focal point person.

The consultant will sign a Protection against Sexual Exploitation and Abuse (PSEA) along with agreement.

### VI. TIME FRAME

The consultant should provide teaching classes for 40 mothers of 4 Learning support centers in 4 Palestinian camps (Naher El Bared, Burj Shemali, Ain El Helwe and Rachidiye Camps).

The assessment process will begin as soon as a contract with the consultant is signed and must be completed with the submission of final report, the approximate timelines for regular activities are as per below:

Activity / Task	Deliverable	Time frame
Pre-assessment	Set an assessment to know mothers' knowledge and skills in studying English	1 week at the beginning of the course
Training the mothers on reading writing and speaking English	<ul style="list-style-type: none"> <li>-Delivering English Course for mothers during 7 months (the sessions timings &amp; schedule will be fixed after coordinating with the selected consultant &amp; the partners ) for 10 to 13 mothers.</li> <li>-Integrating the four language skills (reading, speaking, listening, and writing) during the lessons.</li> <li>-Choosing topics that should be interested for mothers and based on things that they encounter in their daily lives. Each topic delivered should last for two weeks.</li> <li>-Reading, phonics, grammar and writing) should be covered in relation to each topic.</li> <li>-Listening and speaking will be automatically integrated with whatever skill tackled.</li> <li>-Following the student-centered method during the sessions.</li> <li>-Involving songs, games, videos, pictures, presentations and many other engaging strategies in each lesson.</li> </ul>	Throughout the year
Assignments, tests and quizzes to measure the progress of mothers in English	Giving assignments, quizzes and tests.	Giving assignment after each session, quizzes every 4 weeks and a test every 8 weeks.
Projects submission as an active learning based on student centered method	Encouraging mothers to submit two simple projects in relation to the discussed topics.	2 projects per year (a project in the middle of the course and another one at the end of the course)
Attendance sheet for listing the mothers to make sure that	Filling out an attendance sheet.	Every session

they are attending and following up		
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Date, signature and stamp is needed

**N.B.**

- The consultant should have the ability to implement online sessions in the needed situations.
- The consultant should provide the needed books and stationery to the mothers.
- The collaboration will take the form of a consultancy. The detailed process/timeline would be discussed in details with the selected consultant.

**VII. BUDGET AND PAYMENTS**

The prospective consultant should provide a budget which includes their daily consultancy rate. Please note that the budget will be covered by RTP, the consultant should include his/her fees. RTP will provide a payment of 20% of the total contract sum for subsistence upon signing the contract. The remaining amount will be delivered to the consultant upon two payments (the second payment in August 40% and the last one 40% within 30 days after completion). Under no circumstances should the consultant invoice for more than the agreed contract. The consultant should send RTP the final 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.

**VIII. Qualifications of the consultant**

A consultant is needed who should have the following competencies and experience:

- Proven 5 years and more of experience and knowledge in implementing English courses for adults
- Demonstrated experience, high background and knowledge in creation and maintenance of safe learning environments
- Demonstrated understanding and support of principles of equity, participation and inclusion

**How to Apply**

Interested applicants are requested to submit the following documents:

- Cover Letter, Suggested approach, and methodology (1 page max)
- CV of key staff involved, and roles envisioned
- CV of key staff involved, and roles envisioned Financial proposal signed and stamped in **USD / TTC (Fresh )**
- Preferred payment method should be mentioned ( Bank Wire transfer to fresh account or cash letter )

- Registration and legal permits

The proposal must be submitted no later than **Friday, May 20, 2022** to:

1-Mr. Kevork Dersarkissian, Logistics Coordinator, Right To Play Lebanon  
at: [kdersarkissian@righttoplay.com](mailto:kdersarkissian@righttoplay.com).

2-Mrs. Mariam Zaytoun, Logistics Officer, Right To Play Lebanon  
at: [mzaytoun@righttoplay.com](mailto:mzaytoun@righttoplay.com).

**N.B.** Incomplete proposals will not be considered.

The following should be clearly stated in the email heading: **“English Courses Consultant / institution / Organization”** Early submissions are encouraged and appreciated. While we thank all applicants for their interest, only those selected for interviews will be contacted. 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](http://www.righttoplay.com)