**ORGANIZATIONAL OVERVIEW**

Right to Play (RTP) is a global organization that uses the transformative power of play to educate, protect and empower children facing adversity. We were founded in 2000 by Johann Olav Koss, social entrepreneur and a four-time Olympic gold medalist.

Right To Play Lebanon works on the following objectives:

* Enhancing the quality of education for boys and girls (6-12 years) in Lebanon
* Improving the quality of formal and non-formal education for Syrian refugee and host community children (12-17 years) to provide positive learning environments and increase retention in formal education.
* Provide youth with the necessary skills to better equip themselves to access the job market and mitigate risk factors impacting their lives.

1. **Objectives**

Transforming, developing and piloting the printed curriculum to a digital play based curriculum for grade 1 at UNRWA School. This needs to be developed with UNRWA staff and in consultation with different community stakeholders.

1. **Responsibilities, tasks and deliverables**

**Technical**

* To make a seamless transition to a digital curriculum; school leaders, teachers, curriculum staff and IT personnel must ­collaborate from the beginning.
* Transform the printed curriculum of grade 1 at UNRWA Schools to a digital play based curriculum.
* Develop a digital play based curriculum that can be accessible in an offline mode.
* Integrate gamification through using the principles and key elements of gaming to meet the required learning objectives based on each subject and unit.
* Pilot one unit from a subject with the teachers and students to get feedback and adapt accordingly.
* Develop a user guide containing instructions on installing, using, or troubleshooting the hardware or software, provided to help non-technical people pinpoint and solve problems without expert assistance.
* Consider inclusion, a priority in the preparation of the digital educational program; so that all children can use it independently and achieve educational goals for all, including the different types of abilities. .

**Capacity sharing**

* Train the trainer on how to use, change and develop when needed the digital curriculum for the responsible staff from UNRWA and RTP.
* Train the teachers on the importance of the digital curriculum and how to use it effectively.
* Follow up with the teachers and curriculum staff during the process and the school year.
* Refresher training based on needs.

**Process**

* The process for the creation of visuals, such as graphics and page designs, consists of the designer providing drafts and asking for feedback. Feedback is then used to produce another draft. This estimate assumes that three rounds of this process will suit for each design element.

**Restrictions**

* This license may not be sold, re-sold or transferred to any third party or subsequent corporation.
* Secondary materials created by the designer during production, including drafts, plans, graphic source files and templates, are not a deliverable in this contract, and remain the sole property of the designer.

1. **Core Values**

**In this position, you are expected to demonstrate RTP’ core competencies:**

* Dignity and Respect: you think of the “best interests of the partners, beneficiaries” as a guide for decisions, actions and engaging with partner and beneficiaries in an honorable and respectful way.
* Accountability: you are liable for your actions and decisions to the people and partner you serve.
* Transparency: you are clear in dealing with partners, beneficiaries
* Equality: you treat all partners and beneficiaries equally with respect and fairness
* Confidentiality: you keep RTP or partner’s subjects confidential like a violence and abuse in reported cases.
* Demonstrating integrity: you act in line with RTP vision and values.
* Communicate: you listen and speak effectively. You should tailor your messages towards specific beneficiaries and partners.
* Striving for excellence: you focus on reaching results while ensuring an efficient process.
* Collaborating: you involve relevant partner and encourage feedback.
* Taking the lead: you take ownership and initiative while aiming for innovation.
* Empowering: you assist partners, strengthen and mobilize them to be self-reliant

1. **Qualifications of the consultant**

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

* Proven 5 years and more of experience and knowledge in the educational technology/digital learning field
* Verified knowledge and experience in the development of educational technology – resource development & curriculum design taking into consideration the technical and pedagogical aspects
* Proven ability to coordinate with community stakeholders to find out the needs and fill the gaps of the curriculum
* Evidence of experience in conducting training/coaching sessions with participants who work with vulnerable communities on leading digital classroom
* Demonstrated understanding and support of principles of equity, participation and inclusion

1. **Proposal submission**

Interested applicants are requested to submit the following documents:

* CV or proven portfolio.
* Background and info including the annexed table below
* Financial proposal, filled on the below annexed table. Include the MOF registration if applicable and should be signed and dated.

The proposal must be submitted no later than **Friday**, **May** **8, 2020**to Ms. Milia Jebran, Project Officer, Right To Play Lebanon   at: [mjebran@righttoplay.com](mailto:mjebran@righttoplay.com). Incomplete proposals will not be considered.

The following should be clearly stated in the email heading: “**Resource Development – Digital Curriculum**”. 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/)

**Annex1: Financial proposal**

|  | **Activity/ Task** | **Responsible person** | **Deliverable(s)** | **Timeframe** | **Price in L.L.** | **RTP comments** | **Consultant comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Assessment need through participatory approach with RTP, UNRWA and other stakeholders if needed | Consultant in collaboration with RTP and UNRWA | Needs assessments and action plan | June 20 2020 or maximum 1 month after the signing the contract |  | Price including refreshments needed and vehicles fuel. |  |
| 2 | Developing and transforming one unit from each subject to pilot it. English, Math, Arabic and Science. | Consultant | 1 unit from each subject of English, Arabic, Math and Science. Using digital play based curriculum. | August 30/2020 |  | Price should be per unit per subject. |  |
| 3 | Modify and adapt the feedbacks taken from the pilot. | Consultant | Any modification requested | September 15/2020 |  | If any |  |
| 4 | Transfer and develop the rest of the units for the mentioned subjects. | Consultant | All the subjects transferred, developed and modified to digital play based curriculum for grade 1 in UNRWA school | 3 week of November 2020 |  | Price per unit per each subject or a cumulative price for each subject. |  |
| 5 | Train the trainers | Consultant | Train the trainer on how to use, change and develop when needed the digital curriculum for the responsible staff from UNRWA and RTP. | End of November 2020 |  |  |  |
| 6 | Train the teachers | Consultant | Train the teachers on the importance of the digital curriculum and how to use it effectively. | End of November 2020 |  |  |  |
| 7 | Follow up visits | Consultant and RTP | Follow up with the teachers and curriculum staff during the process and the school year | During December 2020 |  |  |  |
| 8 | Refresher training if needed | Consultant | Refresher training based on needs. | If needed will schedule it for 2021 |  | Price should be per training per day including the refreshment, transportation for participants, vehicle fuel and others if needed. |  |
|  |  |  |  |  |  | Price should be per training per day including the refreshment, transportation for participants, vehicle fuel and others if needed. |  |
|  |  |  |  |  |  | Price include vehicle fuel |  |
|  |  |  |  |  |  | Price should be per training per day including the refreshment, transportation for participants, vehicle fuel and others if needed. |  |

Signature and stamp

**Annex 2: Background and info**

Fill one of the below table with your relevant information

If an individual (or group of individuals) is applying, please fill out the below details:

|  |  |
| --- | --- |
| **Registration Number if any** |  |
| **Consultant Available Starting Date** |  |
| **Contact Person Name** |  |
| **Contact Person Mobile Number and Email** |  |
| **Define the nature of your work** |  |
| **List of Products / Services** |  |
|  | |
| **Name of person involved** | **Expertise and attach the resume of each** |
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If an organization is applying, please fill out the below details:

|  |  |
| --- | --- |
| **Name of Organization** |  |
| **Organization’s  Registration Number** |  |
| **Organization’s  Available Starting Date** |  |
| **Address/Location (Mouhafaza, Caza, Street)** |  |
| **Contact Person Name** |  |
| **Contact Person Mobile Number and Email** |  |
| **Director Name(s)** |  |
| **Organization Type (SAL, SARL, COOP…)** |  |
| **Date registered and Legal status:**  **(Attach to the technical file the certificate of registration or its equivalent; if the structure is informal, indicate that here.)** |  |
| **Industry/Sector** |  |
| **Define the nature of your work** |  |
| **List of Products / Services** |  |
| **Number of employees in the organization** | |  |  |  |  | | --- | --- | --- | --- | |  | **Male** | **Female** | **Total** | | **Full-Time** |  |  |  | | **Part-Time** |  |  |  | | **Seasonal** |  |  |  | | **Total** |  |  |  | |
| **Name of person involved** | **Expertise and attach the resume of each** |
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