



arcenciel.org
engage in development

SWISS EMBASSY PROJECT

SWIE-YOU-2022

November-2022 ----October 2023



ANNEX A - Terms of Reference and Scope of the Services

Consultancy Title:	Special education Pedagogy trainings
Duty station:	Taanayel- Lebanon
Duration of assignment:	2 months
Contract type:	partnership
Starting date:	1st of July 2023

arcenciel Overview

arcenciel was created in 1984, authorized in 1985 by the Lebanese Ministry of Interior, and recognized as a public utility in November 1995 (presidential decree n° 7541). arcenciel is an apolitical, non-confessional, and independent organization that works with and for all people in difficulty without discrimination of age, gender, religion, culture, or nationality. Created during the Lebanese civil war to assist disabled persons, arcenciel has become one of the first technical aid producers in Lebanon, rehabilitating spaces for disabled persons, and developing a national program for better accessibility for them; which was later passed as a law in June 2000. Drawing on its success, arcenciel broadened its mission to “engage in the sustainable development of the society by supporting fragile groups and integrating marginalized people”. Since its creation, arcenciel has provided around 37 million services to more than 400,000 beneficiaries. arcenciel also treats 85% of Lebanon’s hospital waste and 915 tons of solid waste a year; and manages the 2 km² Jesuit “Domaine de Taanayel” through which it promotes sustainable agriculture and responsible tourism through its eco-touristic activities.

All activities arcenciel implements have a social and environmental purpose and seek economic viability, all of which ensure their sustainability. Our objective is to promote sustainable development through three main axes: Social: care of persons in need, Environmental: the preservation of natural resources and Economic: the cost-efficiency and financial autonomy. arcenciel has always adopted a tripod strategy based on Community Work: allowing the assessment of community needs, using their available resources; Service-Providing Institutions: across Lebanon offering specialized services and working with and for the beneficiaries, and Public Program: guaranteeing a legal structure and stabilizing the two other pillars.

arcenciel currently runs nine programs: 1- Agriculture, 2-Environment; 3- Mobility, 4-Health; 5- Responsible Tourism, 6- Culture and Heritage; 7- Social Support; 8-Youth Empowerment, and 9- Employment, in 11 centers distributed across all Lebanese regions (Greater Beirut, Beqaa, Mount-Lebanon, North, and South Lebanon). Besides these centers, arcenciel has running offices in France and the USA.

arcenciel is ISO 9001:2015 certified for the management of projects since July 2018.

1. PROJECT BACKGROUND

This project aims to improve our center and our services in providing specialized education for children with disabilities in the central Bekaa region. The project aims at strengthening inclusive education and facilitating the access of Children with Disability to quality education and services in central Bekaa. The project’s activities will allow 30 Children with Disability to access quality specialized education by enrolling them. The children’s education program will be accompanied by paramedical sessions; speech therapy, psychomotor therapy, physiotherapy, and psychotherapy. Studying the different needs of the children, assistive devices such as wheelchairs, hearing aids, sensory tools, and others will be granted for the students to maximize their learning experience and personalize their education approach.



2. PARTNERSHIP DESCRIPTION

arcenciel, specifically the youth program, is seeking to contract with a specialized trainer to provide special education pedagogy topics that capacitate our educators in their skills, knowledge ...

Lebanon has been experiencing a large flow of emigrants where professionals and people with high education and expertise are seeking better livelihoods. This has left the country in a “terminal brain drain”. We aim to keep the school’s education quality at high standards and thus, we are currently working on developing the capacity of our specialized educators in pedagogic training to include children with disabilities in their communities. We also aim to increase the capacity of the specialized classes to receive more children and tailor specialized classes for children with Autism spectrum. Under this project, 12 specialized educators and teacher assistants will develop their skills in education pedagogy and community inclusion through 10 training sessions that will be given across the year.

The topics we are interested to gain, and that develop the educator’s skills and knowledge are:

➤ **Montessori Training:**

The use of each of the 5 areas of Montessori:

- Practical Life
- Sensorial
- Mathematics
- Language
- Cultural Studies
- How to integrate self-directed activity, hands-on learning, and collaborative play into daily activities.
- How to plan a Montessori lesson?

➤ **Strategies for teaching children with learning disabilities:**

- How to break tasks into smaller steps
- How to present information in ways they can best adapt
- How to probe regularly to ensure understanding
- How to incorporate mnemonics

3. OBJECTIVES AND SCOPE OF WORK

The objective of this training is mainly to capacitate the skills, knowledge, and potential of the specialized school team and to develop the curriculum in an effective and professional way.

1- Roles and Responsabilités of the trainer :

- Prepare a curriculum that suits the mentioned topic(s).
- Prepare pre/post-test and evaluation forms.
- Prepare the training in a practical way (not only theoretical)
- Commitment to days, duration, and number of sessions approved.
- Share training materials like presentations or relevant resources with arcenciel.

2- Roles and Responsibilities of arcenciel:

- Provide the place and logistics needs.
- Prepare attendance sheets.
- provide coffee breaks



4. DELIVERABLES

1. Attendance sheet
2. Pre and post-test
3. Evaluation form
4. Relevant resources and tools
5. Periodic follow-ups after delivering the training in order to oversee the implementation (specifically Montessori style)

5. TIMELINE AND LOCATION OF THE TRAINING(S)

The total number of sessions will be 10, and that is to be coordinated and approved between arcenciel and the partner.

The duration and location will be from the 1st of July till the end of August at arcenciel center in Taanyel.

6. QUALIFICATIONS

1. Expertise in special education pedagogy
2. Proficiency in types of disability, approaches, and best practices
3. Knowledge of setting up different types of training and specializing in special education and inclusion.
4. Strong local knowledge and comprehensive understanding of disability programs
5. Excellent communication
6. Obtaining professional working knowledge of Arabic and English is compulsory
7. Ability to work in a participatory approach with a certain flexibility
8. Ability to work in different cultures and with diverse people
9. Having integrity, respect, and responsibility
10. Being down-to-earth, empathetic and positive
11. Passion to work towards disability inclusion
12. High level of creativity and innovation
13. Presentation skills
14. Facilitation and flexibility
15. Communication skills
16. Organizational skills