Subject:         Request for proposal – Microsoft Training
Reference:       MACAN-IL-00100
Posted Date:     21.12.2023
Deadline:        29.12.2023

**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.

**Overview**

INJAZ Lebanon has recently rehabilitated a cultural center in the Burj Al Yahoudiyeh municipality and the municipality of Mshmsh in Akkar. We aim to empower the youth in these areas by providing them with valuable skills in Microsoft programs, including Excel, Word, PowerPoint, and more. To achieve this, INJAZ Lebanon is seeking a qualified Microsoft Trainer to conduct a comprehensive training program.

**Workshop Overview**

- **Duration & Location** (Date and time will be determined later)

| Municipalities | #Classes | #Sessions | #Hours per Day | Total hours |
|---|---|---|---|---|
| **Mshmsh / Akkar** | **Class 1 -AM** | 9 | 2 | 18 |
| **Burj Al Yahoudiyeh** | **Class 2 - PM** | 9 | 2 | 18 |
| **Total** | **2 classes** | **30 Session** | - | **36 Hours** |

- The training program is designed to equip 13 students in each municipality with essential Microsoft skills. The workshop will consist of 9 sessions, each lasting 2 hours, totalling 18 hours of training for each participant.
- Participants will be High school and University students only or graduates.

**Objectives**

- To empower university and high school students in the Burj Al Yahoudiyeh and Mshmsh regions with practical skills in Microsoft programs.

- To enhance participants' proficiency in Microsoft Excel, Word, PowerPoint, and other relevant applications.

**Scope of Work**

The Microsoft Trainer is expected to cover the following topics in the training sessions:

- Session 1: Introduction to Microsoft Office Suite and Overview of Training Program
- Session 2-3: Microsoft Excel Basics and Intermediate Functions
- Session 4-5: Microsoft Word Essentials and Advanced Features
- Session 6-7: Microsoft PowerPoint - Creating Engaging Presentations
- Session 8: Microsoft PowerPoint - Advanced Techniques for Presentation Enhancement
- Session 9: Hands-on Application - Participants will apply learned skills to create and present their own content using Microsoft Office applications.

**Role and Responsibility**

The Microsoft Trainer is responsible for:

- Developing a detailed curriculum for the training sessions based on the provided scope of work.
- Providing attractive and interactive training courses that meet the skill levels and needs of participants.
- Providing hands-on exercises and practical examples to reinforce learning.
- Assessing participants' progress and adjusting the training approach as needed.
- Creating a positive and inclusive learning environment that encourages participation and collaboration.

**Deliverables**

In addition to facilitating the training, the selected trainer will be responsible for consolidating the insights, and recommendations, generated during the workshop into one comprehensive report/document:

The report should include the following**:**
- Workshop Overview
- Participant Profiles
- Workshop Objectives
- Content Covered
- Attendance and Participation
- Challenges and Successes
- Recommendations

**Qualifications:**

- The applicant should have a certificate in education (Microsoft).
- The applicant should have at least 2 years of relevant work experience in Microsoft.
- Any recognized certifications in Microsoft Trainings are a plus.
- The applicant should have good communication skills, empathy, and the ability to motivate individuals.
- Ability to multi-task and to work a flexible or alternative workweek schedule based on project needs.

- Availability to deliver the workshops until the end of Jan 2024.

**Evaluation Criteria:**

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- Certificate
- The financial proposal.

**Payment Conditions:**

1. 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.

 2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged to the trainer)

**How to Apply:**
To apply, please submit the following documents via email to firas@injaz-lebanon.org and Joseph.a@injaz-lebanon.org no later than **29.12.2023.** Please mention in the subject line **MACAN-IL-00100 - Microsoft Trainer**.
Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

**Submission Requirements:**

**(CV):**
- Include a comprehensive CV that highlights your educational background, work experience, and relevant achievements.

**Portfolio:**
- Past projects
- Relevant Experience

**Certifications:**
- Attach copies of any recognized certifications in Microsoft Trainings or related fields.

**Financial Proposal:**
- The financial proposal should include your **hourly rate, _inclusive of all costs._**

**Technical Proposal:**
- Suggest a proposed outline and content that aligns with the objectives of the Microsoft Training.

Thank you