

## Curriculum Development Service Provider

### Commis Chef

Lebanon

#### CONTEXT

The European Institute for Cooperation and Development (IECD) is a French non-governmental organization (NGO) founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration, assistance to micro and small enterprises, and access to education for the most vulnerable. IECD has been operating in Lebanon since 1989 and opened a regional office in Beirut in 2007.

Semeurs d'Avenir (SDA), association created in 2010, is the operational partner of IECD. As part of its partnership with IECD, SDA implements projects in the field of entrepreneurship, education, training, and professional integration.

#### SCOPE OF WORK FOR THE CONSULTANT

Background: As part of the vocational training project, IECD and SDA are seeking proposals from qualified technical experts, organizations, or institutions in cooking and food safety. The goal is to develop a comprehensive curriculum for commis chefs, empowering youth with essential skills and knowledge in food preparation and basics in cooking.

The primary goals of the service provider include:

- Develop a comprehensive curriculum for a 240-hour training program catering to beginners.
- Design interactive and captivating training materials, encompassing presentations, handouts, practical exercises, quizzes, and final projects / exams or competitions.
- Create a structured curriculum outline in Arabic, inclusive of learning objectives, session plans, and assessment criteria.
- Develop pertinent training materials, resources, and tools to facilitate curriculum delivery in Arabic.
- Utilize interactive and participatory teaching methodologies to enhance the effectiveness of learning outcomes.
- Collaborate closely with SDA Education technical advisor to ensure alignment with organizational goals and objectives.
- Implement a robust monitoring and evaluation framework, including pre and post-tests, to assess the efficacy of the training program.
- Develop the technical content for the TOT after curriculum completion.
- Attend and actively engage in the TOT, including involvement in the assessment of potential trainers.
- Provide ongoing support and guidance to trainers throughout the training process.

Timeline: The curriculum should be finalized within three months, with training scheduled to commence in August 2024.

The expected deliverables are:

- A comprehensive curriculum containing content, exercises, quizzes, and a final exam, provided in digital format. The curriculum must be developed in Arabic and subsequently translated into English. The curriculum should include an overview of the career development pathways of sous chefs by highlighting the different job descriptions of the other chefs' positions.
- A specific section dedicated to equipping the trainees with the tools and methodologies needed to read, follow, and write instructions and recipes.
- A final project or competition between the trainees as a hands-on opportunity to include the kinesthetic learners in the training program.
- Design at least one session where a sous chef or a head chef visits the trainees to discuss the world of food preparation and cooking basics and answer their questions.
- Elaborate inventory of tools, materials, and equipment necessary for practical exercises in each chapter
- Training of Trainers (ToT) materials to guarantee the ongoing success of implementation.
- Additional resources like PowerPoint slides, videos, and other engaging tools for effectively conveying content. All submissions must comply with the SDA methodology and utilize existing templates, with reporting directed to the Pedagogical Expert at SDA.

#### Notes

- The service provider shall collaborate with the Pedagogical Expert at SDA to ensure alignment with content, exercises, tests, and quizzes, adhering to the Competency-Based Approach.
- The consultant will receive access to an initial referential framework to aid in curriculum creation.
- Ongoing communication between the SDA team and the service provider is imperative and must be maintained throughout the project.
- The service provider must be a certified entity/individual with the capability to collaborate with IECD and SDA within this field. The service provider must possess certification authority, enabling them to issue official certificates to the youth upon completion of the training program. These certificates should validate the skills and knowledge acquired by the participants.

## PROFILE

Education:

Master's degree or equivalent qualification in food science, nutrition, agriculture, or a related field.

Experience:

- Demonstrated experience in food preparation, production, processing, and/or manufacturing, particularly within small-scale enterprises.
- Previous track record in curriculum development, especially in contexts focusing on youth.
- Profound understanding of food safety standards, quality assurance practices, and regulatory requirements.
- Proven ability to innovate, adapt, and deliver training programs effectively.
- Familiarity with participatory learning methodologies, experiential learning techniques, and competency-based approaches.
- Dedication to promoting gender equality, empowering youth, and adhering to sustainable development principles.
- Experience in vocational training is considered advantageous.

Recommended skills and competencies:

- Fluency in Arabic and English is required.
- Oral and written communication skills
- Organizational skills
- Ethical and professional integrity

## HOW TO APPLY

---

Technical proposal:

Interested entities are invited to submit their proposal in English based on the TOR, the proposal should include:

- CV/Portfolio including experience with similar projects in the past.
- List of similar projects.
- List of previous clients.
- Reference letters from previous clients (at least 2).

Financial proposal:

- A financial offer as per deliverables that includes all fees or expenditures in a table, the financial offer should include the payment methods and all the needed information for payments knowing that the allocated amount for this project ranges from \$ 2000 to \$ 3500.

## PAYMENT TERMS

---

Payment schedule to be defined at the contract stage based on mutual agreement between consultant and SDA.

Payment will be made within 15 working days after submitting the invoice.

In case the service provider is not registered with the Ministry of Finance, a deduction of 7.5 % should always be considered.

The service provider has to select one of the below payment modalities and to mention it in the RFP:

- Payment through bank transfer to Bank Audi account, if the service provider has a Bank Audi account. This modality imposes zero transfer charges.
- Payment through Bank transfer to bank other than Audi if the service provider doesn't have an Audi Account. The consultant must bear the charges fees.
- Payment through OMT: service provider to bear the fees imposed by OMT. The fee is 2.3% of the total amount of the invoice.

## EVALUATION CRITERIA

---

A technical evaluation will be conducted to all the bidders based on the above criteria.

The weighted evaluation will be done as below:

- Technical proposal grade: 70% of the total evaluation
- Financial Proposal grade: 30% of the total evaluation

The evaluation grading will be based on the below:

Qualifications	Scale
CV and portfolio	35%
Professional Experience and previous work	20%
Availability	15%
Financial proposal	30%

## OTHER INFORMATION

---

The service provider will be working with the Program Manager, Project Manager and the Pedagogical Expert.

Job Location: remote work with few visits to IECD Beirut Office

Contract Type: Consultancy

Starting date: As soon as possible