

## Term of References- Call for Proposal

### Disability Inclusion Training Facilitator / Organization/

SDA - Beirut, Lebanon

**PROJECT BACKGROUND** 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.

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**Semeurs d'Avenir (SDA)** is a Lebanese association, created in 2010, and registered under the number 1905. It is the operational partner of IECD in Lebanon.

As part of the short vocational training project, SDA is soliciting a consultant or an organization to provide training on disabilities for the project staff.

### PURPOSE OF ASSIGNMENT

According to the Convention on the Rights of Persons with Disabilities, IECD and SDA management are looking for a registered and certified organization/consultant to conduct training on disability for SDA staff. This training is intended for those who will be directly and indirectly interacting with persons presenting learning disabilities and mild to moderate intellectual disabilities, in the implemented short vocational trainings. The training aims to provide the needed level of knowledge on the subject, emphasizing the importance of mainstreaming disability issues during the training programs. Furthermore, the training should encompass the needed elements for the staff to integrate people with disabilities into their action plans, implementation strategies, settings' preparations, and communication pathways. Part of the training should also be designated to supporting the pedagogical experts in reviewing the curriculum, methodologies and content of the project,

while also implementing safeguarding measures to protect them from harm.

### MISSION

By the end of the training, the participants are expected to Gain a 75% increase in knowledge on the rights, different types of disabilities, myths, and misconceptions around dealing with people with disabilities in an educational setting;

- Identify the best strategies and measures for integrating people with disabilities while planning, implementing, and evaluating any project activities.
- Applying the learned methodologies and practices to the project's action plan, curriculum, and content.

### FINAL DELIVERABLES

Upon completion of the training, the organization/consultant would have delivered the following:

- A pre-assessment to identify the current level of knowledge of the participants in order to deduce the final objectives of the training, its duration, and methodologies to be adopted;
- A post-training assessment to evaluate the level of attainment of the learning objectives, the areas for improvement, and the training itself to be conducted right after the training, after six months and then after a year;
- A Training plan encompassing a detailed agenda and materials needed for the training;

- A training comprising of 2 days and a half which comprises various engaging training methodologies, activities, and feedback mechanisms;
- Handouts/materials for the participants to utilize after the training;
- One report to be submitted to SDA which includes the aforementioned elements.

All deliverables should be in the form and format agreed upon by Semeurs D'avenir.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED**

SDA is aiming to recruit an independent organization/consultant or a recognized institution which meets the following criteria:

- To be present in Lebanon for in-person meetings with the managing team of the project;
- Proven experience in similar projects/missions/objectives;
- Capability of delivering official certificates;
- Fluency in English and Arabic;
- Strong analytical and presentation skills;
- Demonstrate a strong work ethic and professional integrity.

## **PROPOSAL SUBMISSION**

### **Technical proposal:**

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

- The technical offer which includes a proposed methodology to be adopted in the content creation and proposed timeline of activities based on the above deliverables, including the expected level of effort and number of working days in a tabular form;
- A portfolio of the organization/consultant (in the case of an institution) including experience with similar projects in the past;
- A list of Similar previous trainings;
- A list of previous clients;

Reference Letters from at least 2 clients.

### **Financial proposal**

A detailed financial offer as per RFQ that includes all fees or expenditures in a table, the financial offer should include the payment methods and all the needed information for payments.

### **Evaluation criteria**

The technical proposal: 70% of the total evaluation grade

The financial proposal: 30% of the total evaluation grade

The technical proposal grading will be based on the following criteria:

- Professional and proven experience in facilitating similar sessions or workshops, preferably within the context of an NGO staff members (20%)
- Proven expertise in disabilities, humanitarian work, psychology, psychiatry, social work, mental health, public health (20%)
- Ability to deliver an engaging and multi-dimensional and interactive workshop (20%)
- At least 5 years of experience in working with people with disabilities in NGOs or INGOs (20%)
- Proven knowledge of the Lebanese context and the youth socio-professional integration (20%)

## **PAYMENT TERMS**

The supplier is to select one of the below payment modalities and mention it in the RFP:

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

**Job Location:** Lebanon, Beirut

**Contract Type:** Consultancy

**Starting date:** 1 week after signing the contract (June 24<sup>th</sup>, 2024)

**Date end of assignment:** mid-October 2024