



SOS CHILDREN'S
VILLAGES
LEBANON

Call for Tender

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And

Terms of Reference for Consultancy



Consultant: Development of Anti-Discrimination Training Material for Caregivers and Children in Alternative Care

I. Context and rationale

1.1 About SOS Children's Villages

SOS Children's Villages International is a non-governmental organization (NGO) that focuses on providing long-term care and support to vulnerable children. The organization operates in 139 countries worldwide, working to prevent child abandonment, provide alternative care options, and support family strengthening initiatives.

SOS Children's Villages Lebanon is a non-governmental, non-profit social development national association and a member of the International Federation of the SOS Children's Villages (SOS CV). The association was established in 1964 in Lebanon and actively collaborates with governmental and non-governmental organizations to advocate for the rights of socially vulnerable children and the well-being of their families.

SOS Children's Villages mission is to build families for children in need, help them shape their own futures, and contribute to the development of their communities. The organization aims to provide a loving and supportive family environment for every child, ensuring their rights and well-being are protected.

1.2 Description of SOS Children's Villages Programs

SOS Children's Villages Lebanon offers a range of programs and services:

1. **Family like alternative care in SOS Children's Villages:** These are family-like homes that provide a nurturing home environment for children who have lost or are at risk of losing parental care. Children live in SOS Children's Villages or SOS Community Houses, with SOS caregivers and siblings, receiving comprehensive support for their physical, emotional, and educational development.
2. **Small Group Homes for Youth** aged between 14 and 18: it is a care setting providing residential care. It should be around 6-8 children and organized around the rights and needs of each child.
3. **Family Strengthening Programs:** SOS Children's Villages Lebanon works to prevent child-family separation by supporting at-risk families within their communities. These programs provide access to healthcare, education, vocational training, and social support, enabling families to stay together and thrive.
4. **Advocacy and Policy Influence:** The organization engages in advocacy efforts to raise awareness about the rights and needs of vulnerable children and families.



They work with governments, international organizations, and other stakeholders to shape policies and practices that promote the well-being and protection of children.

SOS Children's Villages Lebanon implements various programs in order to support target group beneficiaries in the following locations:

Family-Like Care Services:

1. SOS Children's Village in Bhersaf
2. SOS Children's Village in Ksarnaba (Central Bekaa البقاع الأوسط)

Small Group Homes:

1. Youth house for boys aged between 14 and 18 in Jbeil
2. Youth house for girls aged between 14 and 18 in Jal El Dib

Family Strengthening Programs (not included in this consultancy):

1. In Central Bekaa and Baalbeck-Hermel
2. In Beirut

II. Background of the consultancy:

The purpose of this consultancy is to develop thorough training materials designed to inform caregivers and children in alternative care settings (Family-like Care and Small Group Homes) about anti-discrimination. Given the vulnerability of children in these environments, it is essential to equip them and their caregivers with the knowledge and tools needed to recognize, confront, and prevent discriminatory actions based on race, ethnicity, nationality, gender, religion, language, sexual orientation, health status, disability, or other personal characteristics.

III. Purpose and Scope:

The consultant will be responsible for designing and developing age-appropriate, engaging training material tailored for:

1. Caregivers: Providing practical tools to foster an inclusive and supportive environment.
2. Children: Encouraging self-advocacy, awareness, and the ability to recognize discrimination.
3. Conduct a TOT for 15 staff members for them to cascade the training to caregivers and children.



IV. Objectives of the consultancy:

1. Fast needs assessment to understand the perceptions of discrimination at the caregivers' and children's level and which types of discrimination are most prevalent.
2. Develop age-appropriate, engaging training materials tailored for caregivers and children in alternative care settings.
3. Design an assessment tool to measure the understanding and progress of caregivers and children post-training.
4. Conduct a TOT workshop for 15 staff members.

V. Deliverables:

1. Needs Assessment: Review literature, and conduct interviews to understand the needs of caregivers and children.
2. Training Modules: Create comprehensive training modules, including facilitator guides, participant handouts, and presentation slides.
3. Assessment Tools: Develop assessment tools to measure the effectiveness of training.
4. Pilot TOT Workshop: Organize and conduct a pilot TOT workshop to validate the training materials with 15 staff members.

VI. Timetable

Activities	Due dates	Location
Contract signature	August 20, 2024	SOS National Office Sin El Fil
Needs Assessment: Review literature, and conduct interviews to understand the needs of caregivers and children.	August 25, 2024	On field
Training Modules: Create comprehensive training modules, including facilitator guides, participant handouts (booklets with visuals), and presentation slides.	September 15, 2024	---
Assessment Tools: Develop assessment tools to measure the effectiveness of training.	September 25, 2024	---
Pilot Workshop: Organize and conduct a pilot workshop to validate the training materials.	September 30, 2024	On field



VII. Qualifications:

1. Advanced degree in social sciences, education, psychology, or a related field.
2. Proven experience in developing training materials related to social issues or anti-discrimination.
3. Experience working with children in alternative care settings or vulnerable populations.
4. Excellent written and verbal communication skills.
5. Familiarity with relevant cultural and legal frameworks.

VIII. Duration:

The assignment is expected to last from August 20, 2024 and ending on September 30, 2024. The consultant is expected to adhere to the agreed timeline and deliverables.

IX. Application Process: Bidders are invited to submit the following:

1. Bid submission / identification form
2. Cover letter demonstrating relevant experience and qualifications.
3. Detailed CV/CVs.
4. Examples or references of previous work on similar topics.
5. Financial proposal.

X. Submission:

A. Clarification needed by Email: Send by email all clarifications that might be needed. Insert the following in the subject heading "Consultancy/Discrimination Lebanon". Email to be sent to the following recipients:

Lina.bitar@sos.org.lb

Charbel.aoun@sos.org.lb

B. Submission as hard copy: The submission duly stamped and signed shall be presented in three sealed envelopes placed inside a fourth envelope bearing the following: Sin El Fil, SOS Building, Mgr Chebli Avenue, 3rd Floor, 9 am to 3 pm. Phone: 01 499 787. Insert the following "Consultancy/Discrimination Lebanon".

- 1) **First envelope:** It contains an application for participation and the documents attesting to meeting the conditions of this consultancy.
- 2) **Second envelope:** It contains the technical offer and specifications. It must not contain any prices or reservations or legal or financial conditions which are to be disregarded if mentioned.



- 3) **Third envelope:** It contains the financial and commercial offer including unit and total prices. It must be established by the bidder in a very clear unambiguous manner without scratches or cross-out or insertions, and must not contain any reservations or legal or financial conditions which are to be disregarded if mentioned.

XI. Submission Deadline: Applications must be submitted by August 15, 2024.

Payment will be made only upon SOS Children's Villages acceptance of the work performed in accordance with the above-described deliverables.

XII. Terms of Payment:

Payment will be carried out via bank transfer in USD and is due 30 days after receipt of invoice and acceptance of work.

Funding and Payment: The consultant will be paid by SOS Children's Villages Lebanon as follows:

- 1) 30% post the delivery of:
 - Needs Assessment: Review literature, and conduct interviews to understand the needs of caregivers and children.
 - Training Modules: Create comprehensive training modules, including facilitator guides, participant handouts, and presentation slides.
- 2) 70% post the delivery of:
 - Assessment Tools: Develop assessment tools to measure the effectiveness of training.
 - Pilot TOT Workshop: Organize and conduct a pilot workshop to validate the training materials.

XIII. Signing of the contract

SOS Children's Villages will inform the successful bidder electronically and will send the contract form within 1 week after closure of the bid submission deadline. The successful bidder shall sign and date the contract, and return it to SOS Children's Villages Lebanon within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the bid.

XIV. Rights of SOS Children's Villages

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));



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- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e., the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives