

Job Skilling Workshops

Call for Experts.

Component title	Job Skilling Workshops
Area of implementation	Lebanon -Beirut & Mount Lebanon
Short description of the Component	Training the students on needed soft skills to enhance their access to labor market
Target	100 Students
Duration	Time required per activity

1. Background

SPARK develops higher education and entrepreneurship programs so that young ambitious people are empowered to lead their post-conflict societies into prosperity. In Lebanon, SPARK has been working to develop the capacity of Students and improve their access to higher education, economic empowerment, entrepreneurship and leadership development. Moreover, SPARK supports existing small and medium enterprises (SMEs). SPARK is a not-for-profit, non-political NGO with headquarters in Amsterdam and field offices in South East Europe, Africa, and the MENA region.

2. Support entrepreneurship and employability among youth (HES) Program – Program Overview

Higher Education Services Programme (HES) is a multi-donated programme designed to support Refugees and host community students through placing them at the universities, providing them with build-up skills in economic empowerment and languages, and social cohesion activities. Through the economic empowerment component, students are receiving training related to skills of marketing, business planning and modeling, and coaching under support

for startups, SMEs, and internships.

Spark is currently looking for experts that will be able to Design and deliver activities focused on job skilling soft skills.

3. Activities that cover the following fields should be developed:

1. CV writing
2. Linked profile and personal Branding
3. Interview preparations
4. Public speaking
5. Team Work
6. Goal setting
7. Time Management
8. Mind Mapping
9. Social intelligence
10. Stress Management

4. Trainers should:

1. Have Good communication skills
2. Be able to deliver workshops both in English and Arabic
3. Have good reporting skills
4. Have an educational background in a field related to activity developed
5. Develop surveys to monitor students improvement
6. Have training experience

5. Target Groups and Area of implementation

- Target group is 100 students
- SPARK will be selecting 4 trainers or more for different activities
- Number of students per activity should not exceed 25
- The area of implementation is Beirut & Mount Lebanon

- SPARK will be providing location, snacks and beverages and needed material

6. Proposal Checklist

1. Brief description of the expertise/portfolio of the applying trainer in the field of training
2. Detailing why the applicant is a good candidate for this partnership based on programme design as indicated in this call and qualifications of the trainer.
3. ANNEX I Detailed implementation plan;
4. ANNEX II Budget breakdown (a.o. covering activities)
5. Annex III Integrated reporting and communications plan

7. Proposal Data Sheet

Ref.	Data	Specific Instructions / Requirements
1	Language of the Bid	English
2	Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Allowed
3	Bid Validity Period	6 months
4	Currency of Bid	United States Dollar
5	Deadline for submitting requests for clarifications/ questions	4 days before the submission deadline
6	Contact Details for submitting clarifications/questions	E-mail address: n.farah@spark-online.org

7	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email
8	Deadline for Submission	24/06/2019
9	Allowable Manner of Submitting Bids	Submit online by email to n.farah@spark-online.org Using Title: Job Skilling Proposal
10	Bid Submission Address	Bchara el Khoury Berytech building, 4th floor Beirut, Lebanon
11	Date, time for the opening of bid	10 days after deadline submission
12	Evaluation Method for the Award of Contract	Technical responsiveness Qualification of the trainers. Lowest priced in relevance with the requirements
13	Expected date for commencement of Contract	15 July 2019
14	Maximum expected duration of contract	Based on activity
15	Spark will award the contract to:	Multiple trainers
16	Type of Contract	Service Agreement
17	Spark's Contract Terms and Conditions that will apply	Simplified tendering