



Project funded by the European Union



Terms of Reference

R_5_N Assessment of Vocational Training needs in Oil and Gas sector

Professional Local Expert (Independent/Body)

Project: Improvement of Development Process and Local Governance in the Municipality of Tripoli

I. Introduction

The Municipality of Tripoli received on the 15th of January 2016 a grant from the European Union (EU) to realize the project” *Improvement of Development Process and Local Governance in the Municipality of Tripoli*” over a period extending to 36 months. **The overall objective** of the project is to improve the institutional and operational contribution to governance and development process in the Municipality of Tripoli. **The Specific objectives** of the project are to improve access in Bab El Tabbane, Jabal Mohsen and El Ghouraba to basic and adequate social services on a sustainable basis. All three communities will benefit from a positive impact on different levels especially on Health, Education, Job Creation and awareness levels. Five Expected results derive from the project.

II. The project

The project derives from four basic facts advanced by the Municipality of Tripoli:

1. The local authority and civil society are in need for capacity building,
2. Health is a fundamental human right and should be available to all people regardless of gender, social class, ethnicity and age,
3. Job opportunities are very limited due to the deficiency of educational skills,
4. Recreational activities allowing the cohesion of the dissimilar zones allow a better synergy.

The above third issue originates from the facts that there are no vocational schools in Bab El Tabbaneh except one in Jabal Mohsen with an afternoon shift, that local NGOs play a role in organizing vocational trainings especially in sewing, ceramics and plastic, hairdressing, and make-up, while other associations are providing educational support to enroll students and the demands are increasing.

The project will target persons with disabilities through the elaboration of a special vocational training on topics such as Jewelry, Handcrafts, Furniture, etc.

Many vocational training sessions were realized in the original phase of the project such as : Cellular phone repair, digital marketing, Senior health care.

The project was extended for an additional six-month to realize topics that proved there is a demand for them. The Expected Result (5) of the project is to provide dropped out youth and students with skills and know how in order to have access to the labour market.

Since Lebanon joined the club of petroleum producing countries and since oil exploration will start soon in Blocks 9 (South) and 4 (North) and since it is expected that this sector will create more than 25000 jobs, it is noticed that Lebanon lacks the human resources capable of immediately engaging in the oil and gas sector and also there is a lack of expertise and skills.

As a result, came the idea of realizing new vocational training courses related to the oil and gas sector that aim to raise awareness among Tripolitan youth and provide them with the necessary knowledge and practical experience training to overcome the shortage in related human resources.

The courses are supposed to attract young people and get them prepared for the Oil exploration activities. The suggested vocational training topics should be directly related to the oil and gas sector.

III. Tasks

For this purpose, the Municipality of Tripoli is seeking to contract a short-term local expert to perform the following tasks:

- Contact all institutions and organizations concerned with the oil and gas sector such as the order of engineers, State technical institutes, NGO's, Ministry of energy,...
- Carry an assessment of the vocational training needs of the oil and gas sector in the local market and specifically in the three identified communities of the project Bab El Tabbaneh - Jabal Mohsen and El Ghouraba.
- Identify the vocational training components to be realized for each topic
- Identify the academic background and professional skills needed of the training experts for each of the identified topics.
- Identify the duration of the technical and practical components for each topic
- Identify the background and minimum educational level of the candidates to enroll in the sessions
- Identify the jobs that the participants could enroll in after the training and level of income and type of institutions that might offer jobs for such trainees
- Validate the vocational training needs with the steering committee and the Partnership Forum in a plenary session

IV. Start of the contract

- The contract duration is two weeks and will start on the day of its signature with the Municipality of Tripoli and after coordination with the project team.
- The maximum number of working days that the expert is expected to spend during the duration of his contract is: 5 working Days
- The ceiling of the contract is:1250 Euros

V. Evaluation of proposals and award of the contract

Proposals will be evaluated by the concerned committee. Methodology and CV will have a grade over 80 and the financial offer will have a grade over 20.

VI. Dependence

The professional local expert will report to the Project Coordinator and will coordinate his/her work with the Mayor and the steering committee.

VII. Deliverables

The following deliverables are requested from the local expert:

- List of all contacted institutions and organizations concerned with the oil and gas sector such as the order of engineers, State technical institutes, NGO's, Ministry of energy,...showing the name of the focal point, the coordinates and minutes of all meetings with photos
- Assessment report on the vocational training needs of the oil and gas sector in the local market and specifically in the three identified communities of the project Bab El Tabbaneh - Jabal Mohsen and El Ghouraba showing the vocational training topics to be realized, the academic background and professional skills needed of the training experts for each of the identified topics, the duration of the technical and practical sessions for each topic, the background and minimum educational level of the candidates, the jobs that the participants could enroll in after the training and level of income and type of institutions that might offer jobs for such trainees
- Recommendations to be taken into consideration when developing tailored made vocational training program.
- Report on the plenary session and the validation of the assessment report by the steering committee, and the Partnership Forum

VIII. Education/Professional experience and skills

The candidate should have an academic formation in addition to a minimum of 5 years of experience in the fields related to the above tasks. .

In addition to Arabic language, fluency in English is a must (Fluency in French is an additional asset)

IX. Submitting of proposals

Interested experts are invited to submit their proposals in two components, a technical part and a financial part. Each of the two components should be placed inside a separate sealed envelope showing on the outside the title of the component (Technical or Financial). The two envelopes containing the technical and financial parts should be placed inside one main envelope. The main envelope should be submitted sealed and should show on the outside just the project name as follows:

Project: Improvement of Development Process and Local Governance in the Municipality of Tripoli
Assessment of Vocational training needs in the oil and gas sector

Any other sentence, mark, sign or logo shown on the outside of the main envelope that may refer to the identity of the expert presenting the proposal will lead to discarding the proposal.

The technical proposal should contain:

- Name and Coordinates of the expert presenting the proposal.
- Copy of the registration of the expert at the Lebanese Ministry of Finance.
- The Expert CV that highlights the expertise needed in the TORs.
- An elaborated methodology of work (maximum 2 pages) where the expert explains the approach s/he will undertake to implement the proposed tasks.
- A Gantt chart of the proposed schedule of activities
- In case the applicant is a CSO , a complete file showing that the CSO is working in the targeted area of the project, together with a detailed proposal, report of its activities in the same field of activity proposed in the action and a financial report for the past three years should be attached also to the proposal.

The financial proposal should contain:

- A financial offer including the expert expected dues for the whole intervention including all costs, taxes and profits in Euros excluding VAT.

All proposals should reach the Municipality of Tripoli, Tall square, Tripoli-Lebanon not later than 12:00 noon of day 8/10/2019

All requests for clarifications, should be addressed in writing by e- mail to the following mail address:

idlg.tripoli@gmail.com

Proposals sent by e-mail will be discarded.

X. Settling of the expert dues

The expert's dues will be settled, within 45 days, after receipt and acceptance of his/her deliverables and against an invoice carrying stamps equal to four per thousand submitted to the Municipality of Tripoli at the end of his/her contract.