



Project funded by the European Union



Terms of Reference

Post: Local Teacher / Expert (Independent/ Body) for English TOEIC

R_5G_1 Training on AMIDEAST- “TOEIC Bridge” Program

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 48 months that included 2 extension periods of 6 months each. ***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.

Unemployment is the most dangerous problem in light of family extension and large number of youth not qualified vocationally and not educated which pushed them to potential risks such as extremism, terrorism, etc. The high rate of unemployment in the project areas reaches 65% among the labor forces, exceeding 30% for men and 91.5% for women.

A main component of the project consists of equipping the existing educational centers and vocational centers with equipment and programs including a business English language “TOEIC Bridge” given by AMIDEAST. The certification will allow better employment opportunities, increased confidence through achievement of an internationally recognized standard, increased productivity, fostered creativity and innovation, and optimized return on investment in technology.

As for “TOEIC Bridge” program managed by AMIDEAST, it will be implemented in two phases:

1. The first phase consists of “TOEIC Bridge” Specialized Semi-Private Teacher Training, “TOEIC Bridge” Test Preparation Book, and Standardized Pre-Course Placement test.
2. The second phase consists of Exam and Institutional Score Roster.

The stakeholders, mainly Vocational and Technical General Directorate of Ministry of Education and Higher Education, the Ministry of Social Affairs (MOSA) as well as social-oriented CSOs working in the targeted areas, will be involved in the planning phase of the project and they will play an important role to ensure a proper sustainability of the whole provided services.

The project plans to finance the purchase of equipment and supplies, the teachers’ fees and the students’ exams fees and tool kits.

The Municipality with the assistance of the education committee will prepare the terms of reference, call for services contract and evaluation process to recruit the educational staff of the centers.

To tackle the handicap which is facing the graduated students to access the labor market, represented by lack of foreign languages especially in English, the proposed action, through the AMIDEAST “TOEIC Bridge” program will provide students and people in need with the tools, materials, methodology and certificates. AMIDEAST will prepare the teachers so they can teach according to the methodology and curriculum set by them.

A first session for TOEIC was realized previously during the project implementation. The project was extended for an additional six-month where another session will be realized.

III. Tasks

The Expected Result (5) of the project (subject of the present TOR) is to provide dropped out youth and students with skills and know how in order to have access to the labor market.

Knowing that the “TOEIC Bridge” program managed by AMIDEAST, is implemented in two phases, as mentioned above, and for this purpose the Municipality of Tripoli is seeking an expert/teacher to perform the following tasks in coordination with the project team:

- Receive the required training as trainer at AMIDEAST Offices in Beirut
- Coordinate with the AMIDEAST in Beirut about all training and testing program component

- Elaborate the training schedule in coordination with the manager
- Conduct the training program and train the participants according to the AMIDEAST “TOEIC Bridge” required methodology
- Elaborate a report on the different stages of the training program and on the required methodology
- Elaborate a wrap up report for future capitalization that includes evaluation of the impact of the training program and individual evaluation of the candidates.
- Participate in the closing ceremony of the program.

IV. Contract duration and contract ceiling

- The contract duration is three months 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 teaching hours is 45 hours
- The maximum amount allocated to the contract is: 1800 Euros

The Applying expert/Teacher should be flexible in providing the courses, since the schedule of the teaching hours could be either in the morning or in the afternoon.

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/teacher will report to the Project Coordinator and will coordinate his/her work with the Mayor, the steering committee and the Partnership Forum.

VII. Deliverables

The following deliverables are requested from the local expert/teacher:

- An integrated Report on the different stages of the training program including the methodology, the closing ceremony, different required statistical data by the project team such as, gender percentage of participants, final table summarizing the test taken by the trainees with the grades, a comparison table for the trainees that realized the placement and final test, percentage of attendance, final, grades, photos, etc
- A wrap up report for future capitalization that includes evaluation of the impact of the training program.
- The material used in the training (PowerPoint, presentations, etc.)

All above deliverables should be presented in English as hard copy (2 copies) and soft copy. A synthesis (summary) in Arabic of the deliverables should be presented as well to the Municipality.

VIII. Education/Professional experience and skills

The candidate should have an academic formation in English in addition to a minimum of 3 years of experience in teaching / training of English

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

IX. Submission of proposals

Interested experts/teachers 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:

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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/teacher presenting the proposal.
- Copy of the registration of the expert/teacher at the Lebanese Ministry of Finance
- The Expert/teacher CV that highlights the expertise needed in the TORs;
- An elaborated methodology of work (maximum 3 pages) where the expert/teacher 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, 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/teacher expected dues for the whole intervention in Euros.

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

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

idl.g.tripoli@gmail.com

Proposals sent by e-mail will be discarded.

I. Settlement of the expert dues

The expert/teacher's dues will be settled, after receipt and acceptance of his/her deliverables and against an invoice submitted to the Municipality of Tripoli at the end of his/her contract.