

**Terms of Reference**

**Role: Consultancy: Development of facilitator’s guide for life skills curriculum**

**Supervisor:** Social Protection and Livelihoods (FSL) Technical Advisor (TA)

**Timeframe of the assignment:** 22 February – 31 March 2021

**Location:** Remote toBeirut, Lebanon

**Date of TOR:** 16 February 2021

**Background**

Transferrable life skills are increasingly recognize globally as a critical foundation in adolescents and youth development, specifically in strengthening their transition to decent work and livelihood success. Save the Children (SC) has developed a standardized approach to designing and implementing transferrable life skills within Adolescent Skills for Successful Transitions programming. “Life Skills for Success” is Save the Children’s common approach to the development of a set of foundational skills, competencies, behaviors, attitudes, and personal qualities which enable young people to effectively navigate their environment, work well with others, perform well, and achieve their goals. In Lebanon, the Life Skills for Success (LS4S) common approach is systematically applied to all SC’s life skills sessions within livelihoods programming.

The Syria Adolescent Program is a 3-year regional program funded by SIDA, with the overall objective that adolescents aged 14-19 affected by the Syria crisis are resilient and act as agents of change in their society. Specific objectives of the program relate to child rights and participation, protection, and livelihoods opportunities. In terms of specific livelihoods interventions, this project aims to strengthen adolescent girls’ and boys’ skills and transition to decent work through the provision of lifeskills and vocational trainings. Adolescent girls’ and boys’ will be also given the opportunity to translate the skills acquired into practice through professional traineeships, technical apprenticeships, and youth-led community projects.

The current activity manual of the Lebanon Country Office was developed under the scope of the above described project, however it has been adapted and adjusted over the course of the last 3 years and applied to diverse livelihood programs and audiences.

**Scope of the consultancy**

In the context of the described livelihood program, the consultant will review the existing lifeskills activity manual developed by the Lebanon Country Office and develop a facilitator’s guide. The facilitator’s guide will include step-by-step guidance for frontline project staff on how to conduct the activities for various age groups and backgrounds, how to prepare for and debrief activities, and in general how to ensure that learning objectives for each of the life skills competencies are achieved. This guide will replace the existing activity book as a guiding document for facilitators to reference.

*Objectives:*

1. Deliver a facilitator’s guide in line with the existing activity manual and SCI’s LS4S common approach

**Responsibilities**

*Task 1: Review of lifeskills activity manual and related material*

Under the project described above, the Lebanon CO has developed a lifeskills activity manual through a participatory process with implementing partners, drawing on curricula which was already contextualized for target audiences. This was led by the SIDA project Youth and Adolescent TA, and in line with the common approach structure. This activity manual was then reviewed by the larger FSL field teams to check its application to other age groups who receive transferrable life skills for employment and income generation activities, namely youth aged 18-25, and adults aged 25+. Finally, the entire package was reviewed by the RO Senior Youth and Adolescent TA, who confirmed it was in line with the common approach. The task of the consultant is to review the activity manual and compare to other existing SC lifeskills manuals, including materials under Skills to Succeed and Youth in Action.

*Task 2: Develop a facilitator’s guide*

The consultant will coordinate with the Social Protection and Livelihoods TA to agree on the scope and tone of the guide, and may require some cooperation with the FSL field teams in order to align with needs. The facilitator’s guide should include at a minimum the following components: 1) introduction to lifeskills competencies and the role of the facilitator, 2) an overview and objectives of each session, 3) any preparation needed by the facilitator prior to the session, including materials, 4) ensure that the activity is clearly described, including estimated timeframe and LS4S competency addressed, 5) the outcomes of the session for participants related to the Employability Skills Assessment Tool and key competencies, and 6) detailed guidance on how to wrap up and debrief each session. The guide should also cover key points for facilitating difficult conversations with a lens of gender sensitivity and inclusion and diffusing conflict if they arise and include 7) a section on adaptation of activities for remote approaches to delivery.

*Task 3: Provide training on the guide to field teams (preferred)*

After the facilitator’s guide has been developed, the consultant will provide a Training of Trainers for the frontline FSL staff who are responsible for delivering the lifeskills training. This is not a required task of the consultancy, however it is strongly encouraged and preferred. The length of the training will be determined together with the technical advisor and the team leaders from all three field offices. The consultant is expected to deliver a comprehensive TOT which orients the field staff to the material, and prepares them to confidently facilitate the trainings for adolescents (age 14-17), youth (age 18-25), and adults (age 26-55). The consultant will prepare all needed materials for delivery, including if presentations or other content is needed. The consultant will prepare a pre-post test for the training, the pre-test will act as a gaps assessment for targeted areas of focus for the training. The final report on the training will include an analysis of the pre-/post-tests, an evaluation of the training, and recommendations for further training or coaching to the field staff.

If a TOT of field staff is not feasible within the required timeframe, a presentation and orientation session on the content and layout is the minimum requirement. This will be delivered to senior field staff and individuals selected to lead field-level TOT

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|  | **Deliverable** | **Indicative timeframe** |
| 1 | Detailed workplan for the consultancy period, including any meetings needed or materials required from the Lebanon CO | 25 February 2021 |
| 2 | Delivery of comprehensive draft facilitator’s guide to SC-Lebanon for comments and discussion | 2 weeks after signing contract |
| 3 | Delivery of pre-final guide and presentation session (half day) to SC FSL field staff and implementing partners | On or before 22 March 2021 |
| 4 | Submission of a revised final guide and any complimentary report or recommendations based on agreement with the SP&FSL TA | On or before 31 March 2021 |

**Required competencies**

The successful candidate will have the following required qualifications:

* Advanced university degree in social sciences or any related field
* Demonstrated experience developing Learning and Development materials for SCI is required
* Expert knowledge of lifeskills content, particularly the Life Skills for Success common approach
* Knowledge of cross-cutting issues and relevant approaches for adolescents and youth, in particular conflict sensitivity and gender transformative approaches
* Excellent communication skills in English (essential) and Arabic (preferred)
* Proven experience providing training to diverse audiences, with excellent record in training of trainers
* Good inter-personal and teamwork skills

Interested consultants or consultancy firms are required to send their technical and financial proposals on the following email address: [omar.abdulhadi@savethechildren.org](mailto:omar.abdulhadi@savethechildren.org) using the following subject line **“Development of facilitator’s guide for the life skills curriculum PR-B-2021-028**”. The deadline for submission is on Tuesday 23rd of February COB.

Proposals must include the following:

* Outline of framework and methods, proposed time frame and work plan
* Proposed budget and proposed payments schedule aligned with deliverables schedule
* CVs for each team member
* Example of previously conducted related project