

TERMS OF REFERENCE

Section:	Youth and Adolescents Development	Date:	May 2024
Title:	Development of life skills package to Promote youth Girl’s Leadership (18-29 years old)	Duty station:	Lebanon
Reporting to:	Abeer Abou Zaki	Contract type:	Institutional
Duration:	16 weeks	Start date:	May 2024

Section	Content
Background	<p>Globally and in particularly in developing countries, girls are persistently and disproportionately excluded from critical education and other development and empowerment opportunities (UNICEF 2020), although they are the societies’ future leaders and change agents. Limit the access of girls to learning and engagement opportunities impacts their long-term health and well-being, threatens their successful transition to adulthood, and robs the world of their potential contributions.</p> <p>Key actions to empower girls and enable them to take lead and contribute to positive expected changes are made to: facilitate their access to learning opportunities; allow equal participation in the labor force; involve them in the design and implementation of girls tailored programs that promote their wellbeing and respond to their specific needs and most important to empower and engage them into becoming actors of change in their societies and among their peers. This will be reflected and resulting in increased assets; increased levels of critical awareness; increased agency; and increased levels of voice and participation.</p>
Purpose and Objectives	<p>In order to optimize the youth Program achievements and impact and increase Girl’s agency and leadership, the YAD section at UNICEF LCO, is planning to bridge the gap and reach a gender transformative package that optimize the impact on the lives of girls seeking the support of a consultant that can put together a package of life skills tailored to young girls that can promote their wellbeing trust, and agency facilitate their economic and financial autonomy; and enable them to advocate and challenge harmful gender norms and to lead girls networks.</p>
Scope of work	<p>Girls’ leadership stands on: a) providing young girls with necessary skills to ensure successful transition to adulthood which include foundational skills, digital skills, transferable skills, and job-specific skills (UNICEF, 2019) and ensure their empowerment and engagement as positive actors of change within a full Girls centered approach that takes into consideration the safety of the spaces and development’s environment as well as the meaningful engagement of the young girls; b) ensure their access to female role models in their communities and existing safe spaces 1) Providing girls with comprehensive knowledge on SRH, personal hygiene, gender-based violence, financial skills, gender issues and girls’ aspirations; and c) linking young girls to safety nets including peers ,mentors and coaches and female role models in their communities d) strengthening girls’ social competencies to express themselves, make decisions, participate fully in their community and make a positive impact</p> <p>To empower and enable young girls and facilitate their meaningful employment and engagement and promote their leadership, UNICEF Lebanon aims at developing a tailored package of necessary skills that allow girls to navigate their life challenges and roadblocks that prevent the achievement of their aspirations.</p> <p>Within the perspective of mitigating gendered risks and barriers that girls experience along their pathway to adulthood, UNICEF through the Adolescents and Youth development program is adopting a gender transformative approach by ensuring equitable access of young girls to needed skills building program and engagement and meaningful participation opportunities that allow them to acquire and then apply the skills, facilitate their transition to income generation, and financial autonomy, business leadership, lead on community initiatives, membership in group councils or advisory groups, girls networks, etc...</p>

	<p>In this Framework UNICEF globally, regionally and the Lebanon country office have developed different packages, tools, and regulatory documents to promote Girls leadership and agency including the adolescent kit, the life skills package on positive leadership and employability, a code of conduct for the employers, PSEA strategy and other guidance. A gender transformative package for girls between the 11 to 18 is currently being developed; therefore, this package for girls above 18 would align to the 11 to 18 one ensuring continuity and similar gender transformative approaches. The consultant will be reporting to the YAD program specialist and officer in charge. He/she is supposed to be compiling the existing resources in one package, assess the needs of the young girls in different spaces through FGDs or consultations, etc... identify the gaps in the existing resources and suggesting the skills and components that need to be added to the package to increase Girls leadership in a girl's centered approach. The LCO gender specialist would provide technical support on gender and alignment with global UNICEF adolescent girl's strategy.</p> <p>After identification of the Gaps, the consultant should develop the necessary training modules to integrate them in the compiled package, conduct a training of trainers and develop a training plan to allow smooth cascade of the training on the developed package.</p> <p>The consultant is also supposed to monitor the implementation of the training and provide the needed coaching during the implementation, then handing a final version of the Girls leadership package with the training manual to UNICEF.</p>			
Stakeholders	<ul style="list-style-type: none"> • UNICEF and Adolescents and youth development Partners • Livelihood sector • UNICEF Gender committee • Youth girls 			
Reference List	<p>The below list is suggestive, but not limited to the following:</p> <ul style="list-style-type: none"> - UNICEF life skills package, - UNICEF adolescents' kits, - UNICEF YAD TOC and rolling workplan. - UNICEF learning to earning package including GIL program and related curricula and tools. <p>Note: Other credible references suggested by the company/organization are welcomed.</p>			
Deliverables and schedule	Item	Type	Description	Time in Working Days
	Submission of the project workplan outlining the methodology and the implementation action plan	Deliverable	2-3 pager of narrative description of the methodology, Theory of Change and the results framework including the log frame and timeline	1 week
	<p>Submission of:</p> <ol style="list-style-type: none"> 1- Review and assessment of the existing related tools mainly UNICEF but others as well 2- Rapid consultation with girls from different backgrounds (cultural, geographical and socio economic) and abilities (include girls with 	Deliverable	<ol style="list-style-type: none"> 1. Brief report reflecting what the existing tools cover and what are the remaining gaps (topics to be covered by new modules) 2. 2 pages reflecting the results of the consultation 	3 weeks

	disability) to identify their needs and assess needed skills that promote their leadership from their point of view				
	Submission of a new comprehensive plan of the new Girls leadership package based on the above-mentioned assessments and validate the plan and suggested sessions and topic with the group of the girls who were consulted in the beginning	Deliverable	Draft of the plan of the new Girl’s leadership package and validation results, validated by UNICEF	2 weeks	
	4-Development of the content of the package (compiling and or adjusting the existing sessions and developing the new needed modules)	Deliverable	1 st draft of the full package	3 weeks	
	Development of a training guide of the package and implementation/training workplan of the Girl s leadership package	Deliverable	1- 1 st draft of the training guide Detailed implementation workplan including results, means of verification, activities, M&E related tools, timeline	3 weeks	
	Provide a training for trainers on the package and coach the training cascade to the facilitators. Coach facilitators when implementation starts		Training of trainers conducted, coaching of facilitators, development of coaching plan and report, validated by UNICEF	4 weeks	
Timing	Duration of assignment: 16 weeks (within a period of 5 months). Start date: Q2 2024				
Reporting Requirements	<p>The contractor will be reporting to and working directly with the Youth & Adolescent Team, engagement specialist will be managing the consultancy however the program officer (skilling) will be supervising the progress.</p> <p>The contractor will coordinate and collaborate with the different UNICEF YAD partners, other concerned sections, and UNICEF staff members.</p> <p>A technical proposal and a financial proposal should be submitted by the Supplier and No financial information should be included in the technical proposal.</p> <p>Below is a list of items that should be submitted in the separate technical and financial proposals. Technical Proposal should include the following:</p> <ul style="list-style-type: none"> • Company Profile & registration documents 				

	<ul style="list-style-type: none"> • List of previous similar project undertaken • Minimum 3 reference from previous clients (UN agency or other international organisations if available) • Samples of previous mobile application developed. • Workplan for implementation of the contract • Methodology • Team Composition • CV's of all proposed team members <p>Financial Proposal should include all costs associated with implementation of the TOR, including: Bidders are expected to submit a lump sum financial proposal to complete the entire contract based on the terms of reference. The lump sum however be broken down to show the above detail.</p> <p>a) Resource Costs: Daily rate multiplied by number of days b) Content development: Include all operational costs c) Testing and delivery</p> <p>UNICEF does not provide transport, accommodation, insurance or other logistical support for the Suppliers' staff and all costs should be included in the lump sum financial proposal.</p> <p>These lines of communication and liaison will remain open for regular contact throughout the assignment, and staff will remain available to assist and participate in the assignment as necessary or appropriate. Ultimately however, the institution is expected to have the self-sufficiency to work independently in Lebanon.</p> <p>*** the package will be UNICEF property *** the team will be consulted in each phase of the deliverables before moving to the next phase.</p>
<p>Profile Requirements</p>	<p>The contractor will be reporting to and working directly with the Youth & Adolescent Team</p> <p>The institution should consist of a team of individuals with extensive experience and technical expertise in life skills trainings and development of life skills curricula, strong background on adolescent girls' programming or development of life skills packages for girls and gender. The team should have a good understanding of the Lebanese context and the complex political environment, as well as the situation of Youth in the country.</p> <p>The team members to have academic work background (University level), with Proven theoretical and practical experience in curriculum development, empowerment, girls' empowerment, and gender.</p> <p>The composition of the team minimum 3 would need to combine the following expected profiles and skills:</p> <ul style="list-style-type: none"> - The team leader should have at least 5 years of work experience in developing learning and development materials for UN programmes. - The proposed project manager person should have strong experience in life skills material development particularly the 21st century skills, girl's empowerment, and leadership skills, - All other proposed personnel should have qualifications and experience applicable to the position they are being proposed for. They could have different expertise in employability, training, coaching and gender related curricula. <p>Technical Knowledge and Experience of the Team:</p> <ul style="list-style-type: none"> -At least 7 years of work experience on Empowerment in general including girl's empowerment and gender including direct intervention, curricula development, training manuals development, provision of training and coaching. Both education and professional background in the related field is a must. - Extensive experience in training to diverse audiences, with excellent record in training of trainers, training manuals development and coaching... - Minimum 5 years of experience in the delivery of similar products and materials - Proven experience providing Member or academic group.

	Excellent analytical and writing skills. Proficiency in Arabic and English is required. French is an asset.																												
Evaluation Process and Method	<p>Technical Evaluation Criteria:</p> <ul style="list-style-type: none"> • <i>Service Providers are encouraged to ensure they meet the below requested evaluation and qualification criteria.</i> • <i>Technical evaluation is composed of 75 points.</i> • <i>Minimum successful score for the technical evaluation is 50 points.</i> <table border="1"> <thead> <tr> <th colspan="4">Evaluation criteria</th> </tr> <tr> <th>Criteria</th> <th>Marks</th> <th>Benchmarks</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Overall concord between the Request for Proposals and the submission, with clear methodology and approach based on understanding of UNICEF requirements matching with the proposed deliverables</td> <td>20</td> <td>Briefly outline the proposed methodology for the assignment including a specific timeline vis a vis the assignment deliverables (including process and M&E)</td> <td></td> </tr> <tr> <td>Relevance of the technical proposal with the purpose of the consultancy and the scope of work</td> <td>25</td> <td>Propose main expected results and potential activities in relevance to the purpose of the consultancy and the scope of work</td> <td></td> </tr> <tr> <td>Expertise of the team members in curricula development, training provision and the girl's empowerment, economic empowerment... (academic background is essential)</td> <td>15</td> <td>Resume of team leader and other team members. 5 points per resume</td> <td></td> </tr> <tr> <td>Expertise of the company or the institution (or subcontracted companies) in curricula development, training provision and the girl's empowerment (academic portfolio is essential)</td> <td>15</td> <td> <ul style="list-style-type: none"> • Production of at least one training package in the related field. 5 points per previous assignment </td> <td></td> </tr> <tr> <td>Total</td> <td>75</td> <td></td> <td></td> </tr> </tbody> </table> <p>Financial Evaluation Criteria:</p> <ul style="list-style-type: none"> • <i>Only bidders obtaining the minimum pass mark in the technical evaluation (50 points) will be considered for the financial evaluation.</i> • <i>Financial evaluation is composed of 25 points. The lowest proposal will obtain 25 points.</i> 	Evaluation criteria				Criteria	Marks	Benchmarks	Comments	Overall concord between the Request for Proposals and the submission, with clear methodology and approach based on understanding of UNICEF requirements matching with the proposed deliverables	20	Briefly outline the proposed methodology for the assignment including a specific timeline vis a vis the assignment deliverables (including process and M&E)		Relevance of the technical proposal with the purpose of the consultancy and the scope of work	25	Propose main expected results and potential activities in relevance to the purpose of the consultancy and the scope of work		Expertise of the team members in curricula development, training provision and the girl's empowerment, economic empowerment... (academic background is essential)	15	Resume of team leader and other team members. 5 points per resume		Expertise of the company or the institution (or subcontracted companies) in curricula development, training provision and the girl's empowerment (academic portfolio is essential)	15	<ul style="list-style-type: none"> • Production of at least one training package in the related field. 5 points per previous assignment 		Total	75		
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Administrative Issues & Logistical Activity	<p><u>Administrative issues:</u></p> <ul style="list-style-type: none"> • The overall review process will be led by the UNICEF LCO. • The team will be working directly with UNICEF LCO and report to this organization for technical guidance and approval of draft and final products. • The institution should have a team leader who will closely coordinate with the YAD Team at UNICEF LCO. • The Contractor is expected to be able to work independently to ensure the smooth running of the assignment. • The Contractor will need to organize its logistics for meetings, workshops and FGDs, as well as transport means needed for the field visits and local level consultations. • The Contractor is required to provide his/her own computer and communications equipment (laptops, telephones, etc.). 																												

	<ul style="list-style-type: none"> • The Contractor is not entitled to payment of overtime. All remuneration must be within the contract agreement. • No contract may commence unless the contract is signed by both UNICEF and the Contractor. <p><u>Logistical Activity:</u></p> <p>Any travels shall be included in the costed proposal, data collection related or others. The unit cost for each travel shall be stated in the financial proposal.</p> <p>All the meetings, consultations and interviews will be organized by the Contractor together with UNICEF Lebanon and its partners who will support in organizing and coordinating relevant meetings with partners and other key stakeholders (trainees, etc.,).</p>
<p>Budget*</p>	<p>The contractor will be responsible of covering all the costs including all logistics, transportation and accommodation if needed during data collection.</p> <p>The contractor will be using his/her own resources in matter of premises.</p> <p>The contractor will be using his/her own resources in matter of electronic devices such as laptops, tablets, printers, etc.</p> <p>Payment 1: 10% after completion of output 1 Payment 2: 20% after completion of output 2 Payment 3: 10% after completion of output 3 Payment 4: 20% after completion of output 4 Payment 5: 20% after completion of output 3 Payment 6: 20% after completion of output 4</p>