



Project funded by the European Union



Terms of Reference of

Post: Expert (Independent/ Body) to realize outreach with bodies to provide internship for Vocational Program Trainees **Component Result: R_5_M_Outreach for vocational Program Trainees**

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 labour forces, exceeding 30% for men and 91.5% for women. The above third issue originates from the fact that there are no vocational schools in Bab El Tabbaneh except one in Jabal Mohsen with an afternoon shift, and that local NGOs play a role in organizing vocational training 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 the disabled people through a special vocational training on themes such as Jewelry, Handcrafts, Furniture, etc.

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 municipality of Tripoli contracted an expert to assess the real needs of the three regions of the project and identify the mostly needed vocational training topics to be realized and that will target young males and females in the three regions in addition to disabled people.

III. Tasks

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

The vocational training program in the six-month extended period of the project will include the following topics:

- Elderly/Senior Healthcare
- Digital Marketing & Advertisement
- Cellular phone Repair

For this purpose, the Municipality of Tripoli is seeking to contract a short-term local expert to identify bodies in the sectors mentioned above, which can and are ready to provide internship for the trainees in the specific vocational training areas.

The required tasks are to be coordinated with the project team and as follows:

- Identify the specialized bodies, contact and visit them and identify the possibility of providing internship for the program trainees.
- Elaborate a list of all bodies visited.
- Elaborate a data base of the bodies ready to receive trainees, the focal point name and coordinates, the kind of internship, the duration of internship, name of correspondent trainee and any possible benefits

- Provide the specialized bodies with the trainees' CVs and the material of the topics that they were enrolled in.
- Elaborate reports of all the meetings held with bodies showing the attendees (names and coordinates), minutes of discussion, photos, outcome of the meeting, the trainees to be interned by the bodies and to what degree the requested outreach was realized.

IV. Contract duration and contract ceiling

- The contract duration is four 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/her contract is: 10 Working Days
- The ceiling of the contract is: 2500 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. The total evaluation grade of the expert will be the sum of the two grades and over 100.

VI. Dependence

The professional local expert will report to the Project Coordinator and will coordinate his/her work with the Mayor, the activity-based committee, the steering committee and the Partnership Forum

VII. Deliverables

The following deliverables are requested from the local expert:

- List of the specialized bodies with its coordinates
- List of all bodies visited with representative's coordinates.
- Data base of the bodies ready to receive trainees, the focal point name and coordinates, the kind of internship, the duration of internship, name of correspondent trainee and any possible benefits (Excel sheet)
- Integrated report of all the meetings held with bodies showing the attendees (names and coordinates), minutes of discussion, photos, outcome of the meeting, the trainees to be interned by the bodies and to what degree the requested outreach was realized.

All above deliverables should be presented in English as hard copy (two 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, preferably in social sciences, with a minimum of 3 years of experience in social work.
- Previous experience of Work with municipalities, NGOs and organizations is an additional asset
- S/he should be well knowledgeable of Tripoli context and highly experienced in communication and reporting skills.
- Fluency in both Arabic and English languages are a must (fluency in French is an additional asset).

IX. Submission 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
Outreach for vocational Program Trainees**

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, 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 in Euros.

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:

idl.tripoli@gmail.com

Proposals sent by e-mail will be discarded.

X. Settlement of the expert dues

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