

Terms of Reference (ToR) - Training Curriculum Development and Delivery

REF: KAS_CSTD_DCSR11

Project title:	Democracy, Citizenship & State Regaining – Phase II
Implementing organizations:	Civil society table of dialogue (CSTD) – princess Hayat Arslan in collaboration with the Konrad-Adenauer-Stiftung (KAS) Lebanon office.
Implementation period	2 months, starting from June 20, 2023.
Coverage areas	Beirut, Sawfar, Zahle, and Hasbaya.
Proposal submission deadline	June 15, 2023 CoB

1 Background

The project "Democracy, Citizenship & State Regaining Phase I" was launched in 2022, by a collaborative initiative of the Konrad-Adenauer-Stiftung (KAS) and the Civil Society Table of Dialogue (CSTD).

KAS, a political foundation, operates on the basic principles of freedom, justice, and solidarity. Through its extensive network, KAS contributes uniquely to the promotion of democracy, the rule of law, and a social market economy, striving to foster peace and freedom.

The Civil Society Table of Dialogue (CSTD), established in 2013 by Princess Hayat Arslan, was conceptualized as a platform for Lebanon's civil society organizations. CSTD encapsulates a network of distinct organizations that unite to exert a stronger, influential voice in societal discourse while preserving their unique identities.

The project "Democracy, Citizenship & State Regaining Phase I" served as a testament to the synergy between KAS and CSTD. Set in Aley, Lebanon, this project aimed to provide an accurate diagnosis of Lebanon's current predicament, enhance participants' understanding of democratic principles, and equip them with practical tools for civic engagement. A significant focus was placed on the role of citizens in the democratic process and state rebuilding.

To fulfill the objectives of this project, a series of workshops were organized. These workshops addressed key concepts such as accountability, citizenship, patriotism, belonging, and communal group work. Additionally, they provided an overview of different electoral laws and the constitution.

The completion of the project "Democracy, Citizenship & State Regaining Phase I" was met with enthusiastic response and requests for its extension to other regions of Lebanon.

2 Project overview

CSTD and KAS are preparing for the second phase of their project called "Democracy, Citizenship & State Regaining." Starting in July 2023 and lasting for 2 months, Phase II aims to enhance the democratic understanding and active participation of Lebanese citizens. This will be achieved through a series of four training workshops strategically located across the country. The workshops will take place in Beirut (at Makassed Schools), as well as three other locations: Sawfar, Zahle, and Hasbaya. The workshops will accommodate a diverse audience, with an expected participation of 20 to 30 individuals per session, fostering an inclusive learning environment. Each full-day workshop consists of three focused sessions. The first two sessions, lasting three hours each, will cover topics such as "Citizenship, Patriotism, and Active Participation" and "Media Role, Platforms, and Peace Building." The final session will be interactive, featuring an open discussion led by Princess Hayat Arslan and a guest speaker, focusing on the current political landscape and necessary reforms.

3 Scope of Work

Here is an overview of the integrated Scope of Work for the training assignment.

3.1 Training Modules Development

The creation process for each module is projected to span three training days.

The Trainers/Training company is requested to develop a comprehensive and dynamic training module that encompasses citizenship, patriotism, and the impact of audio-visual media, theater, and music. The content should cater to varied learning styles and reflect Lebanon's unique political, economic, and social aspects. The module should be aligned with the Attitude, Skills, and Knowledge Framework, considering resource and time constraints, as well as the specific needs of the target audience.

The modules should encourage collaboration and active participation, fostering the exchange of ideas and experiences. They should adapt to Lebanon's context and address the nation's specific challenges.

The training materials should be carefully tailored to meet the audience's requirements, available resources, and time limitations. While the primary language of delivery will be Arabic, English visual support materials are also welcome.

The modules should cover a range of relevant topics, chosen meticulously to align with the course objectives. These topics serve as a guiding framework for the curriculum development and are critical components of the training program. Teaching methods should be diverse, interactive, and engaging, incorporating lectures, lively discussions, role-playing exercises, collaborative group work, and multimedia presentations.

Training Module 1:	Training Module 2:
Citizenship, Patriotism, and Active Participation	Media Role, Platforms, and Peace Building
<p>Suggested Topics:</p> <ol style="list-style-type: none"> 1. <u>Foundations of Citizenship and Active Participation</u> <ul style="list-style-type: none"> - The concept, rights, duties, and responsibilities of citizenship - Active participation in a democratic society: Voting, volunteering, public service - Citizen's role in maintaining democratic values; 2. <u>Exploring Patriotism and National Identity</u> <ul style="list-style-type: none"> - Definition and nature of patriotism and nationalism, their differences and commonalities - The relationship between patriotism, active participation, and social cohesion; 3. <u>Citizenship, Patriotism, and Social Cohesion</u> <ul style="list-style-type: none"> - The role of citizenship and patriotism in fostering social cohesion - Case studies on how citizenship education can enhance social cohesion; 4. <u>Peace Building and Citizenship</u> <ul style="list-style-type: none"> - The role of citizens in peace building initiatives - Conflict resolution, dialogue and negotiation skills for citizens; 5. <u>Workshop: Active Citizenship and Community Engagement</u> <ul style="list-style-type: none"> - Role-play scenarios highlighting civic engagement, active participation and conflict resolution - Group discussion on improving social cohesion in communities 	<p>Suggested Topics:</p> <ol style="list-style-type: none"> 1. <u>Media's Role in Democracy and Peace Building</u> <ul style="list-style-type: none"> - The Fourth Estate: An overview - Importance of responsible media in fostering democracy and peace - Case studies: Media's role in peacebuilding initiatives and conflict situations 2. <u>Traditional and Social Media Platforms: Influence and Responsibility</u> <ul style="list-style-type: none"> - Influence of traditional and social media on public opinion, social cohesion and peacebuilding - The responsibility of media platforms in promoting dialogue and understanding - Case studies: Impact of social and traditional media in political campaigns and peace processes 3. <u>Artistic Expression and Democracy: Theatre, Music, Poetry, and Songs</u> <ul style="list-style-type: none"> - Art as a medium for dialogue, understanding and peacebuilding - Case studies: Role of art in conflict resolution and peace processes 4. <u>The Power of Audio-Visual Media in Peace Building</u> <ul style="list-style-type: none"> - Influence of audio-visual media in shaping narratives of peace - Case studies: Use of audio-visual media in promoting peace and dialogue 5. <u>Workshop: Media Literacy, Dialogue, and Peace Building</u> <ul style="list-style-type: none"> - Evaluating media content for bias and misinformation - The role of media consumers in fostering dialogue and peace - Group discussions on promoting peace through responsible media consumption

3.2 Training Delivery

The training delivery for each module is projected to span Four training days.

The Trainers / Training company are requested to deliver the developed module at four specified locations: Beirut (Makassed Schools), Sawfar, Zahle, and Hasbaya.

Each training session is projected to accommodate 20-30 participants, including schoolteachers, civil society activists, local community actors, and any individuals interested in the subjects of citizenship and media.

Trainers are expected to demonstrate extensive expertise in the areas of focus. They should possess the skill to tailor their approach to suit the diverse backgrounds and experiences of the participants, creating a conducive environment that encourages active involvement, free exchange of ideas, and facilitates interactive learning.

In addition to conducting the workshops, trainers are responsible for developing and supplying suitable training materials to complement the learning process. While KAS will provide fundamental equipment such as flip charts, whiteboards, an LCD projector, and a sound system, trainers are expected to carry any specific items needed for their presentations or activities.

Furthermore, trainers are required to manage their transportation to and from the training locations, along with any related communication costs.

3.3 Content Refinement

The content refinement process for each module is projected to span one training day.

The primary objective of this project is to cultivate a profound understanding of democratic citizenship and the media's function within the unique context of Lebanon. Throughout the implementation of each training module, trainers or the training entity are obligated to meticulously review and refine the training curriculum and its associated materials.

The refinement process should be an iterative, feedback-driven endeavor. It should draw from the insights of participants, who are at the heart of the training, and organizers who oversee the project's broader objectives. This involves comprehensive feedback collection mechanisms and their systematic integration into the curriculum development.

Moreover, trainers must exhibit a keen understanding of the local socio-political contexts. Their approach should be adaptable, resonating with the participants' diverse backgrounds and experiences. It is expected that trainers will critically review, adapt, and implement their training materials and methodologies to best serve the project's objectives and the needs of the participants.

4 Deliverables

The assignment is structured around three key deliverables:

4.1 Training Modules Development

The trainers are required to construct a comprehensive training curriculum for each workshop. This includes the creation of all necessary training materials such as visual aids, handouts, presentations, case studies, group exercises, and role-plays. The training materials should incorporate:

- Detailed outlines for each session.
- A range of interactive activities to facilitate learning and spark discussions.
- Strategies for integrating guest speakers' contributions effectively into the training process.

4.2 Training Delivery

The trainers are entrusted with the execution of the training workshops at four predetermined locations: Beirut, Sawfar, Zahle, and Hasbaya, between July 04 2023, and August 15, 2023. Each workshop constitutes one training day. Trainers should be prepared to adapt their methods dynamically in response to participant feedback and distinct group dynamics. Following each workshop, the trainers are supposed to refine the training materials based on participant feedback and the specific requirements of each location.

4.3 Training Evaluation

Following each workshop, the trainers are responsible for the composition of a detailed training evaluation report. This report should include:

- An exhaustive summary of the activities conducted during the workshop (e.g. including photos of flipcharts etc.).
- A critical examination of the feedback received from the participants, coupled with the trainer's personal observations concerning the training's effectiveness.
- Constructive suggestions and lessons learned for improving and refining future workshops or subsequent activities.

4.4 Timeframe

Timeframe – days per trainer

Preparation of the trainings & coordination meetings	3 days
Delivery of four trainings	4 days
Refinement of curriculum / training program	1 day
Reporting	1 day
Total	9 days

5 Milestones

Outlined below are the key milestones for this assignment, complete with tentative dates, to ensure a structured and efficient execution of the project:

5.1 Kick-Off Meeting (Jun 20, 2023):

This initial stage involves a meeting between the trainers or training company, KAS, CSTD, and the area coordinator/focal point. The project's objectives, timelines, deliverables, and expectations will be thoroughly discussed and agreed upon.

5.2 Draft Training Modules Submission (June 23, 2023):

Upon the conclusion of the kick-off meeting, the trainers will proceed to develop the training modules. The drafts, containing a comprehensive curriculum and interactive learning activities, should be submitted by this date for review and feedback.

5.3 Acceptance of the Module (June 26, 2023):

The project team will review the submitted draft training modules. Once any necessary revisions are made and the modules align with the project's objectives, this milestone is complete.

5.4 Delivery of Training & Continuous Refinement (July 04, 2023 – August 15, 2023):

Post-acceptance of the training modules, trainers will deliver the training at the predetermined locations. Each training session is to be followed by a refinement phase, ensuring continuous improvement and relevance of the modules.

5.5 Delivery of Training Report (August 31, 2023):

Within two weeks of the final training session, trainers are required to compile a detailed training evaluation report. The report will provide an overview of the workshops, participant feedback, and recommendations for future sessions, thereby marking the completion of this milestone and the conclusion of the project.

These milestones, with their associated dates, ensure a systematic approach towards the assignment, offering regular checkpoints for review and quality assurance.

6 Trainers Qualifications and Competencies

The trainers engaged in this assignment should meet the following prerequisites:

- A distinguished record in designing curricula and executing training in the realms of democracy, citizenship, media literacy, or associated fields. An advanced degree in Political Science, Sociology, Education, or Media Studies would be a distinct advantage.
- A minimum of five years' experience in conducting workshops or training sessions relating to democratic values, citizenship, or the role of media in a societal context.
- Demonstrated skill in adapting training materials and delivery methods to cater to a diverse audience, ensuring cultural sensitivity and inclusivity.
- A deep understanding of the unique socio-political fabric of Lebanon, particularly in relation to democratic procedures and the influence of media in societal evolution.
- Proficiency in both Arabic and English languages, complemented by exceptional communication abilities.
- Established experience in applying participatory and interactive learning methodologies for an engaging and effective training environment.
- Prior engagement with a broad spectrum of groups, encompassing civil society activists, educators, and local community members.
- Autonomy and initiative, with the capacity to work effectively with minimal supervision while demonstrating adaptability to changing circumstances.

- Availability and willingness to travel to the predetermined locations - Beirut, Sawfar, Zahle, and Hasbaya - for delivering the training sessions.
- Demonstrated ability to coordinate with other trainer, stakeholder, project team and any relevant party.

7 Selection Criteria

KAS will evaluate submissions based on the following criteria:

7.1 Technical Qualification and Experience (30%):

This criterion evaluates the trainers' qualifications, relevant experience, and demonstrated competencies in the outlined scope of work. It will also consider the information provided in the Curriculum vitae of the proposed trainers, specifically their demonstrated proficiency in the requisite fields.

7.2 Training Methodology (40%):

This aspect assesses the suitability and creativity of the proposed training plan. It will consider the comprehensiveness of the proposed strategy for the development and delivery of the training curriculum, the trainers' adaptability to project needs, and their approach towards interactive and participatory learning.

7.3 Financial Proposal (30%):

This component evaluates the cost-effectiveness of the proposed financial plan. It will take into account the proposed trainer fees, anticipated travel expenses, and any other associated costs. While a competitive price is essential, it must be balanced against the quality of the proposed services. Bidders need to provide their MoF-number.

Proposals will be ranked based on their total score achieved across these three categories. The highest-scoring proposal that aligns with KAS's expectations and the project objectives will be selected.

8 Instructions for Proposal Submission

8.1 Preparation of Proposal

The Trainer portfolio, technical and financial proposals should be prepared separately. Each should be clearly labeled with the Terms of Reference (ToR) number and the name of the applicant.

8.2 Inquiries and Clarifications

For any further information or clarification concerning this ToR, please contact Mrs. Lara Rayshouny at lara.rayshouny@kas.de or +961 1 388 061. We anticipate your active involvement in this crucial endeavor to bolster democracy and citizenship through innovative, engaging training.

8.3 Submission of Proposal

All responses to this ToR must be sent via email to info.beirut@kas.de by the submission deadline mentioned on the cover page of this ToR. The subject line of the email should read, "Proposal for Democracy, Citizenship & State Regaining – Phase II."

KAS invites interested trainers to submit comprehensive proposals encompassing the following:

- A succinct summary of the trainers' qualifications, relevant experience, and demonstrated competencies within the outlined scope of work.
- Curriculum vitae of the proposed trainers, spotlighting their proficiency in the requisite fields.
- A preliminary plan articulating the proposed strategy for the development and delivery of the training curriculum, tailored to the needs of this project.
- A detailed cost proposal, including trainer fees, anticipated travel expenses, and any other costs associated with the execution of the training modules.

Please submit your proposals to info.beirut@kas.de by June 15, 2023 CoB. Proposals will be evaluated based on their alignment with the project objectives, as well as cost-effectiveness.

9 Important Notes

- KAS welcomes applications from both individual trainers and training companies for this initiative. However, it is crucial to note that individual applicants are strongly encouraged to apply in pairs. This is to ensure an established synergy between trainers, allowing for a harmonious and effective delivery of the training content. Additionally, a team of two trainers will ensure shared availability and accountability in coordinating and facilitating the training sessions. This arrangement is intended to maintain the consistency and quality of the training experience for all participants.
- Please note that neither the Civil Society Table of Dialogue (CSTD) nor the Konrad Adenauer Foundation will compensate applicants for the preparation of proposals in response to this ToR.
- This ToR may be subject to modifications as deemed necessary by KAS during the proposal evaluation process. Trainers will be expected to collaborate closely with KAS to ensure that the curriculum aligns with the project's target audience's specific needs.