



Training in Employment and Job Counselling

Première Urgence – Aide Médicale Internationale (PU-AMI) is a non-profit, non-political and non-religious International Non-Governmental Organization (INGO). The INGO's objective is to bring a global response to the basic needs of populations suffering from acute humanitarian crisis, to allow them to recover and lead them to autonomy and dignity.

In Lebanon, PU-AMI intervenes in several sectors: shelter and rehabilitation, food security and livelihoods, health and infrastructure in three regions, namely the Akkar district in North Governorate, Beirut and Mount Lebanon Governorates, and Saida and Jezzine districts in the South Governorate.

GENERAL INFORMATION

Vulnerability of Syrian refugees in Lebanon has increased due to the protraction of the crisis, poor socioeconomic conditions, limited skills and capacities, legal livelihood constraints, and gaps in overall assistance.

This situation impacts most vulnerable population in term of income generation, with many unable to find jobs, cover their basic needs and resorting to negative coping mechanisms. The objective of this PU-AMI livelihood project is to **improve short-term food security and improve income generating skills of targeted people through the creation of livelihoods trainings and job matching activities.**

More specifically, PU-AMI will implement activities to support beneficiaries, Syrians and Lebanese nationals, to find jobs in various economic sectors. Support to those beneficiaries will be done through technical trainings and support in seeking jobs through training and career counselling sessions

OVERALL CONSULTANCY MISSION

To implement its activities in an effective and qualitative manner, PU-AMI is looking for a consultancy mission able to build the capacity of its program team and support the development of program tools in:

- Knowledge of the employment sector in Lebanon (main national and local stakeholders, legal frameworks, etc.)
- Training in career counselling (supporting, training and coaching job seekers) and related tools

Content of the mission

- 1. Training of trainer in employment and career counselling to PU-AMI teams**
 - **Components:** How to train beneficiaries in job seeking (make a CV, develop a network, seek jobs, etc.), how to support beneficiaries looking for a job through career counselling (in group and individual sessions, address difficulties)
 - **Based in:** PU-AMI office, Beirut, LEBANON
 - **Period:** 4 days between 1st and 28th December 2018
- 2. Support PU-AMI teams in the development of program tools**
 - **Components:** support tool development in career counselling and job matching trainings (pre and post-tests, evaluation grid for trainees, etc.),
 - **Based in:** Home-working
 - **Period:** 1 days between 1st and 28th December 2018
- 3. Training of trainer in employment and career counselling to PU-AMI teams // FOLLOW-UP session**
 - **Components:** review learning process of PU-AMI teams in regards to chapter 1 training, provide additional training sessions as required
 - **Based in:** PU-AMI office, Beirut, LEBANON + Field visit on project site
 - **Period:** 1 days in January 2018

General objective

1 – 16 participants from PU-AMI program teams are trained in employment and career counselling and PU-AMI develop its internal capacity (tools and processes)

Specific objective

1. Participants understand the main components of a training on how to look for a job and are able to replicate it.
2. Participants understand the job employment context in Lebanon (main stakeholders).
3. Participants understand the main needs of a job seeker and are able to provide adequate career counselling through group and individual sessions

METHODOLOGY

Location: The training will take place in Beirut in PU-AMI office or in a rented place

Organization: The training is offered to 16 participants among PU-AMI teams who all have experience in implementation of livelihood activities linked to micro-business, employment, etc.

1. **Training:** The first and main training (part 1) will consist of 4 training days divided during the month of December (2 days per week, during 2 weeks)

Each daily session will last 4 to 6 hours, for a total of 40 to 60 hours of training. The exact amount of hours should be proposed in the technical offer of applicants.

2. **Support to tool development:** Following the training, the consultant will provide technical recommendations on the pack of tools to be developed by PU-AMI teams (i.e. training attendants). This technical support will last a maximum of 1 working day and can be implemented remotely by the consultant.
3. **Training follow-up sessions:** A one-day workshop will be organized 1 month after the end of the first training to provide additional technical support to training participants, refresh training outputs if needed, and answer potential difficulties

Other tasks related to the organization of the training (room preparation, transportation, consumables, etc.) will be managed directly by PU-AMI.

Table 1 Example of training planning for each group

		December				January				
Weeks		1	2	3	4	5	6	7	8	Total
1 - Training	Days			2	2					4
2 - Tool development support	Days				1					1
3- Training follow-up	Days								1	1
Total	Days									6

Training content:

The Training of trainer in employment and career counselling (1) will last 4 days (i.e. 40 to 60 hours) and should include sessions on:

- Introduction on the Lebanese job environment (legal framework, main stakeholders, etc.)
- Training of trainer on job finding (CV making, interview preparation, networking development, job offer sources, etc.)
- Training on how to provide career counselling through regular group and individual sessions

Detailed sessions contents for 4 days should be described in the technical offer.

The training can be provided in Arabic or English but the support documents have to be also translated in English.

INPUT PROVIDED BY PU-AMI

PU-AMI will have the responsibility of the training organization (participant's invitation and transportation, availability of the training room, logistic support for the projection equipment, refreshments).

OUTPUTS EXPECTED FROM THE CONSULTANT

The consultant must provide the following elements:

Before the training:

- A training outline and a detailed summary of each session with the pedagogic support in English.

After the training:

- Technical recommendations on proposed project tools

After the follow-up session:

- Recommendations on skills and capacities to be further developed among participants.

QUALIFICATIONS

Mandatory requirements



- Language skills:** Fluent in English, Fluency in Arabic is a plus
- Education degree:** Diploma in administration, human resources or other related
- Work experience:** Previous experience in training on similar topic. Experience in provide Training-of-trainers.
- Computer skills:** Power Point
- Other:**
 - Excellent communication and animation skills
 - Strong experience in training

HOW TO APPLY

Expressions of interest should be sent before:

Friday 9th November 2018

To ensure consideration, your complete, detailed Call for Expression of Interest must be submitted to the following address:

-  By e-mail, Interested suppliers should send the required qualification documents in PDF format to lib.recruitment.coo@pu-ami.org
-  By mail, to PU-AMI office:
 - o In Beirut: Nehmeh Bldg, Sanine Street, Ain El Remmaneh, Chiyah, Beirut

- Please indicate in the e-mail or in the envelope subject field:

PU-AMI/LEB/2018/Job _Training/Name of your organization

- Send an updated CV and resume of previous relevant consultancy missions in similar trainings
- Send a technical offer including: methodology, detailed plan of the training, tools that will be used, and the agenda of the training (including precise duration in hours of each session)
- A detailed bill of the delivery of service. Daily or hourly rate should be clearly mentioned.

Offers will be evaluated based on:

- Experience and qualification of the trainer
- Quality of the offer
- Cost-efficiency of the offer