

Expression of Interest FOR THE YOUTH FUNCTIONAL SKILLS PROGRAM (YFS); GUIDELINE FOR APPLYING ORGANIZATIONS

Anera in the **North** is calling for Expression of interest for its Youth Functional Skills program to be implemented as soon as possible in 2021 by local actors in the **North** as per the detailed program description below. Interested local actors are encouraged to apply for this opportunity by completing the attached application and budget template. The deadline for the submission of Project Proposals is **COB 14th June 2021**.

Completed application, budget template, and all required documents should be sent to grants@aneralebanon.org.

1. Background:

The education system in Lebanon generally fails to prepare young people with the English language and Core Skills needed for success in life and work and to contribute to Lebanon's socio-economic development and how the informal education sector lacks the capacity to remedy this or move to blended learning in response to covid-19 (Core Skills defined by the British Council include, Digital literacy, Critical thinking and problem solving, Creativity and imagination, Student leadership, Collaboration and communication, Citizenship).

In order to help female and male youth from marginalized communities play an active role in Lebanon's workforce and future economic redevelopment, it seems vital to help build capacity within the informal education sector to help the sector provide training to equip youth in Lebanon with 21st Century Core Skills and English. This will help youth from marginalized communities to adapt to the rapidly changing labor market and improve their access to further education and livelihoods.

Based on the 2020 experience in providing Functional classes in response to COVID19, Anera will resume using this modality to offer adolescents and youth aged 14+ with the opportunity to enhance their educational skills, despite the circumstances.

2. Introduction to the YFS package:

- **Content:** English Skills, Financial Literacy, and IT (digital) skills.
- **Objective:** to facilitate the transition of skilled youth to income generation and access to decent job opportunities.
- **Package:** Youth Functional Skills package, of 300 hours, addressing vulnerable **Lebanese** youth. The duration of the course is 20 weeks (5 to 6 months), 5 days a week, 3 hours per day. Each class will include 10 students.
- **Beneficiaries:** 14 to 24 years old o Lebanese and other nationality, possess Basic Literacy, minimum requirement is completion of grade 7. Youth with the following background: out of school youth, working youth and or/ youth enrolled in education system but working in the same time.

- **Teachers profile:** member of the NGO or newly hired teacher, University degree related to the subject, youth teaching experience 2+ years, communication skills, and online course (HBMSU)

3. **YFS Subjects and Curriculum:**

The YFS program will be implemented using an online learning modality.

Distribution of hours of instruction over the different subjects and levels

Subjects	Level 1	Level 2
English: : Introductory, 1, 2, 3, and 4	60 hours	60 hours
Financial Literacy: 1 and 2	40 hours	40 hours
IT: 1 and 2	50 hours	50 hours

The Youth Functional Skills package is developed in partnership between UNICEF and Anera. The courses will be delivered over a 20 weeks’ duration (5 to 6 months), 5 days a week and 3 hours per day. The course will be given 5 days per week. All teachers will be trained on how to conduct online courses. Students will be provided with a tablet, and internet recharge cards for a period of 6 months.

4. **Preparatory phase:**

4.1 Capacity Building.

- Anera will Conduct training sessions to implementing partners on using the curriculum, teaching methodologies and provide tips on online teaching.
- Anera will conduct Pre and post evaluation of the training (before and after each training).

Pre-requisite of attending the Training of teachers: Hamad Bin Mohamad Smart University (HBMSU) free of charge online courses:

“Be an online tutor in 24 hours”: <https://cloudcampus.hbmsu.ac.ae/enrol/index.php?id=4>

“Design an online course in 24 hours”:

<https://cloudcampus.hbmsu.ac.ae/enrol/index.php?id=6>

Implementing partners to:

- ✓ Fill the attendance sheets prior to one week of each training session
- ✓ Complete a prerequisite online education course prior to one week of each training session (certificates to be shared with Anera by the partner focal point)

Trainings will take place on three days for the subjects below:

- ✓ English
- ✓ Financial Literacy
- ✓ IT

4.2. Teachers selection

- Qualified tutors will be selected by Anera based on their degree, years of experience. Teachers should have degrees in the related subjects.
- Priorities will be given to teachers trained with Anera.

4.3 Outreach

Anera and partner's organizations will be working on an outreach strategy including the below standards:

- At least 30% will be 2020 beneficiaries will be provided with continued/multiple support services, especially those who completed YBLN and graduate to CBT.
- Anera will strive for gender equality in beneficiaries, with at least 50% of beneficiaries being young women and girls
- Beneficiaries will be approximately 90% Lebanese and 10% for other nationalities
- At least 2% of beneficiaries will be youth living with disabilities
- Anera social media platform will be an addition to outreach new students

5. Courses Implementation

Anera will be launching the YFS courses starting the 1st week of April 2021.

The implementation of the YFS distant learning modality will be based on the below:

- ✓ Training teachers on effective online teaching, and using online learning platforms – Google Classroom
- ✓ Distribution of tablets and internet bundles to students and teachers. The students will be provided with the appropriate guidance on using the tablets
- ✓ Active participation of trainees during class. Trainees will also have assignments throughout the course duration.
- ✓ Monitoring and evaluation of the package

6. YFS Monitoring and Evaluation

Monitoring and Evaluation tools are needed to assess:

- **Efficiency:** to evaluate the content, information and exercises
- **Impact:** after completion then after a period of 3 months to track pathways and referral of youth and transition to employability
- Monitoring and evaluation of the package including Pre and Post-tests, attendance of program area coordinators to the sessions, observation and evaluation of trainers' performance, following up on trainees' attendance, participation, and performance.

Monitoring & evaluation tools:	Learning outcomes:
Placement test only for English	Mid test and final test (each /20)
Teachers assessment	5 Assignments (each /10)
Youth Progress on Competencies	Participation (/10)
Evaluation of the content	Overall grade over 100

In 2020, Anera had created placement exams to determine the entry level of youth into the program. Anera will continue to use this tool to measure progress. Pre and post tests will also be conducted to assess the improvement, and competency level of students for the three subjects. Anera will also conduct regular classroom observations to determine the quality of instruction and provide feedback.

Upon the students' completion of Y-FLN classes, the partner staff as well as the youth motivators will counsel the graduates as to their future options and provide onward support either into the job market, back into formal education

Anera places special importance on proper monitoring of program activities. All selected partners will be supported through capacity building of monitoring skills, and tools that will enable them to continuously measure progress and detect problems in a timely manner.

7. Budget proposal:

Applying organizations are expected to provide a description of their needs and their plan to ensure compliance to the above minimum standards.

Budget Line	Budget notes
Teachers fees	Teachers fees will be paid based on each teacher (qualification, staff member of the organization or a new teacher from outside the organization) If the teacher is an employee of the organization, Rule: a % to be covered by Anera based on the level of effort (how many days, how many hours per month, % times his salary). This should include as well if the teacher will be paid in \$ or LBP. If \$ fresh money and if LBP the amount will be divided by 3,900 as per the bank rate.
Students and teachers recharge cards	Students and teachers recharge cards will be paid for a duration of 3 months. This will be determined based on each case You should put a different by cost by each partner based on the needs (ex: if they have routers at home and will use wifi connection, if cards will be purchased...) This should include in which currency the students and teachers will be paid (the amount should be calculated by 3)
Tablets distribution	Anera will be providing youth who do not have mobile phones, tablets or laptops with tablets based on an application form to be filled by students.
Venue Support per center: running cost	A detailed list of venue support usage should be submitted by the partners. % of staff salaries should be include If they will include a coordinator fees, it should be clear for them what do we expect from this coordinator (attend classes, follow up on absence...)

	If the staff is an employee of the organization, Rule: a % to be covered by Anera based on the level of effort (how many days, how many hours per month, % times his salary). This should include as well if the teacher will be paid in \$ or LBP. If \$ fresh money and if LBP the amount will be divided by 3,900 as per the bank rate.
Cost per course	This is an average rate to be given by the organizations
Cost per student	This is an average rate to be given by the organizations

8. Selection Criteria:

8.1. The proposals will be evaluated against the following criteria:

➤ **Complete Applications:**

- Only complete applications with all related documents will be considered. Incomplete applications or those with missing documentation will automatically lead to disqualification.
- Passing the due diligence requirements.

➤ **Technical Capacity:** Applicants who demonstrate technical capacity to implement the proposed program as per the **Guidelines** will be favored, specifically those who:

- Have previous experience working with youth and especially out-of-school youth.
- Are capable of responding to youths' diverse needs such as flexibility in class schedule, experience in online teaching, teaching methods, as well as implementing motivational activities for targeted youth and their care givers.
- Have tutors or can recruit qualified tutors for the different subjects.
- Have institutional capacity specifically administrative and financial management.
- Can commit to complete and share the monitoring and evaluation tools provided by Anera.

➤ **Financial Capacity:**

- Competitive Financial Proposals

➤ **Commitment:** Applicants who demonstrate commitment to develop and implement strategies that promote high retention and skills acquisition of selected youth will be favored.

➤ **Equity:** Applicants who demonstrate the ability to outreach from the most difficult to reach and underserved populations including but limited to working youth, girls and youth with disabilities will be favored.

8.2. How to apply:

Interested local organizations based in the North only are advised to carefully read through the program Guidelines document first to acquaint themselves with the requirements and then complete and submit an application package by email to grants@aneralebanon.org, including the following:



- **YFS Application Form**
- **YFS Budget Template**
- For organizations who haven't worked previously with Anera, they should also complete the **Partner Assessment Form**.

Deadline for Application COB 14th of June 2021. Proposals received after this date will not be considered. We urge each organization to fill out the application documents as thoroughly and accurately as possible.

8.3. BRIEFING AND Q&A SESSIONS

Interested organizations are invited to attend virtually the regional briefing and Q&A session on Monday June 7th at 11:00 AM, below you may find the meeting link:

meet.google.com/ghf-qrhv-caf

ANERA is implementing the "Crisis-Contextualized, Multi-Dimensional Employability Support Package (CC-MESP) for Youth in Lebanon between March 2021 and February 2022, in partnership with UNICEF.
