

TOR Title	Terms of Reference Skills Development in EIIP Projects Rehabilitation of an irrigation channel in Damour		
Country	Lebanon	Project	ENABLE
Date:	Expected implementation date: February 2024 till May 2024 (4 months)		
Pillar:	Trainings and skills for the most vulnerable populations		
Objective:	Improving living conditions and resilience of refugees displaced by the Syrian crisis and vulnerable hosting communities in Lebanon		
Output:	Enhanced skills development opportunities for vulnerable populations in Lebanon (BL 05.04.03)		
Sector in Focus:	Construction Sector. Work includes excavation, backfilling, formwork preparation, concrete mixing, rebars placing and overlapping, concrete casting, steel installation and fixation, steps of surface repairing, masonry work, jacketing work, plaster work.		
Targeted Beneficiaries:	100 [(20% to 30% women, 5% persons with disability, 50% Lebanese, 50% non-Lebanese, People benefitting from social protection (NPTP, ESSN, NDA, etc.)).		

1. Background & Context

With funding from the European Union, the International Labour Organization (ILO) is implementing ENABLE programme focusing on providing livelihoods and decent work opportunities to enhance the economic capacity of the most vulnerable and marginalized communities residing in targeted areas. The programme will provide integrated employment services and short-term employment opportunities, which will reduce dependency on social assistance for the poor and vulnerable, contributing towards social cohesion. The programme intends to develop a model for employment activation for individuals receiving social protection. This Terms of Reference (ToR) focuses on improving skills for employment for refugees and host communities. Programme activities are being implemented in Beirut, Mount Lebanon, North/Akkar, and South/Nabatieh governorates, and potentially Bekaa governorate based on identified needs.

With the above-mentioned context, ILO is currently implementing an Employment Intensive Infrastructure Project (EIIP) under ENABLE programme in Damour for the rehabilitation of an irrigation channel. The intervention will follow a dual-learning approach, where workers will be involved in theoretical and practical learning, followed by on-site application.

2. Assignment Objectives

The overall objective of this service is the implementation of competency-based on-the-job training for vulnerable Lebanese and Syrian communities to enable their transition to the labour market and for an improved economic situation.

3. Scope of Work and Methodology

The training programme should follow the ILO systemic approach to skills training, using ILO resources adapted to Lebanon context, including: [ILO-UNICEF WBL Manual](#), [Code of Conduct for Employers Implementing Workplace-Based Learning Programmes \(ilo.org\)](#), [ILO CBT Manual](#), [ILO Guidelines for non-formal market-based skills training](#).

Training programmes should be Competency-Based (CBT) and Curricula accredited by relevant authorities. Where relevant and possible, training programmes should make use of existing accredited Competency-Based

Curricula (CBC) by DGTVE and adapt as per training needs. The ILO developed a series of CBC in related sectors that will be made available to selected service provider for use (Annex 1).

The service provider will undertake the following tasks:

1. Conduct a mapping exercise

- Conduct desk review to map jobs, occupations, and competencies in demand in the construction sector. No in-depth market assessment is required in this assignment and should not be budgeted for.
- Conduct a half-day workshop engaging training institutes, employers, and syndicates to develop a thorough understanding of the construction sector in Lebanon, as well to identify jobs, occupations, and competencies in demand.
- Finalise list of occupations relevant to the irrigation channel in coordination with the contractor. Identification of the occupations should consider the irrigation channel rehabilitation works.
- The service provider has the flexibility to suggest demand-driven occupations ¹outside the scope of the irrigation channel, given the necessary justification. All suggested occupations should be in-line with the standard classification of occupations².

2. Review and develop curricula

- Based on occupations agreed upon with ILO, identify the list of competencies to be covered in the training programme and finalize in coordination with the contractor and relevant practitioners.
- Make use of existing accredited Competency-Based Curricula (CBC) by DGTVE and adapt or develop competencies as per training needs. The service provider shall refer to existing curricula to develop, update, or adapt competency-based curricula after finalizing the list of competencies. The ILO developed a series of CBC in related sectors that will be made available to selected service provider for use.
- Include occupational safety and health, decent work, and environmental safeguard sessions in the learning programme and in the training of trainers. The content should be mentioned in the curricula as well as implemented across the learning programme.
- Where relevant consider greening the curricula in close coordination with ILO.
- Ensure to deliver accredited training programmes through certified trainers and with official accreditation (e.g Directorate General for TVE- DGTVE, National Vocational Training Centre – NVTC, other relevant official entities). As such the service provider will seek to accredit/record the curricula as well in the official gazette in case required.
- The curricula content should observe 20 to 30% theory and 70 to 80% practical. And distribute learning process between in-class and on-site.

3. Conduct training for site supervisors and other relevant personnel involved in the service delivery

The service provider shall deliver a training addressed to the site supervisors who are employed by the contractors. Other personnel could include in-class trainers/instructors, WBL/OJT coordinators, M&E team, etc. The training shall include topics related to:

- A brief introduction to the curriculum, the proposed training programme, and the learning material.
- Social and environmental safeguards, applicable labour standards, gender equality, and the occupational health and safety requirements to be met.

¹ Up to 30% of the participants

² ISCO - International Standard Classification of Occupations (ilo.org)

- The detailed arrangements for the integrated training programme including roles and responsibilities of the implementation partners and the administrative requirements.

4. Conduct Outreach and Selection of learners/trainees

- Reach out to potential beneficiaries to ensure their willingness and eligibility to participate in the training programme.
- Complete a profile of beneficiaries' skills set and competencies.
- Conduct career counselling sessions on employment pathways/employment opportunities including job search techniques (CV writing, interviewing techniques, job search, etc...).

The service provider will make use of ILO supported digital tools such as the Skilllab³ (skill competence profiling) to screen potential trainees and for post training support services. The ILO and Skilllab technical team will provide necessary guidance and coaching on how to use it. The service provider must ensure the necessary human resources to provide, follow-up, and monitor counseling services including operating Skilllab and guiding beneficiaries on its use. The service provider is always required to apply a case management system for M&E purposes. Noting that the Skilllab can also be used for job matching. As such employers can be invited to list their job vacancies and match these opportunities with beneficiaries fitting the profile required.

Selection criteria of the learners/trainees:

1. Select youth and adult trainees from both Lebanese and non-Lebanese nationalities (50% Lebanese, 50% Syrian).
2. Select female participants in each training course for gender equity (at least 10%)
3. Prioritize selection of participants benefitting from social protection schemes [National Poverty Targeting Programme (NPTP), (Emergency Social Safety Net (ESSN), National Disability Allowance (NDA), etc...)]
4. Seek to involve Persons with Disabilities (PWDs) for inclusiveness of the training programme – the service provider will collaborate and coordinate with relevant syndicates, trade unions, government agencies, and other social partners to reach out to beneficiaries.
5. Minimum age limit of the trainees would be in accordance with the Labour Law of Lebanon while ensuring all related OSH standards provisions exist across the whole implementation process. Enrolment should take into consideration labour standards in terms of access to occupations, working conditions, indemnity for work incidence/insurance coverage, and other legal provisions.
6. Minimum entry qualification: Trainees should have minimum literacy and numeracy required to enroll in the training including educational level in line with occupation standards requirements, training competencies, etc.

5. Design and deliver the training programme

- Develop agreement between learners/trainees and the contractor on ethical codes⁴ and working conditions and develop a training plan accordingly.
- Deliver induction for each beneficiary, including occupational safety and health, decent work, environmental safeguarding, life skills, and soft skills linked to the occupation competencies, potential job opportunity, and skills gaps of beneficiaries (take into consideration digital skills, language skills, interpersonal skills, managerial, teamwork, analytical skills...).
- Conduct training on approved training programmes.
- Conduct awareness raising on rights and responsibilities at work through ILO tools and materials on Rights at Work subject matter – promote the use of the “Houkouki fi al 3amal” mobile App⁵.

³ Introduction to Skill Profiling: <https://www.youtube.com/watch?v=v9zYdW-Fffg>

⁴ Code of Conduct for Employers Implementing Workplace-Based Learning Programmes (ilo.org)

⁵ www.houkouki-fi-al-3amal.com

- Develop and apply relevant monitoring and follow up tools to ensure the commitment of the beneficiaries and the employers with contracts and attendance sheets and to measure achievements of agreed upon learning objectives.
- Prepare the work-based training plans together with the contractors and the involved vocational trainer, including planning the practical training time and location (in accordance with the contractor's work programme).
- Plan when the trainers/instructors will visit the learners on site during the on-the-job training phase.
- Design a coordination mechanism between the service provider and the contractor on delivering the training.
- Plan reporting arrangements and templates to be used.

6. Provide post training support

- Ensure that all learners have a full set of documentation of their knowledge, skills and experiences when seeking a new job or investigating career path opportunities. The service provider shall assist learners in updating their profiles on Skilllab. Learners should be assisted in the preparation of a personal portfolio, including learning certificate and a well-developed Cover Letter.
- Provide post training support including job search techniques and links to job matching platforms (example khedma24, mehnati.org, naaam.org, [الصفحة الرئيسية | وزارة العمل \(labor.gov.lb\)](#), [Forastech](#) etc.). The training should provide an understanding of the world of work, refer trainees to employment services, other training providers, companies, and support in job placement, etc.

7. Provide pre/post training assessment, testing, and certification

- Prepare formative and summative assessment in line with the training programme making sure the involvement of workplace trainer in the formulation and implementation.
- Facilitate relevant certification process and provide acknowledged certification (i.e. certification by government entity, private sector accredited entity/institute, etc.).
- Prepare trainees for the final competency-based certification assessment.
- Conduct pre/post-training evaluation and prepare the training evaluation report.
- Provide option for third party accreditation.

8. Reporting and documentation

- Submission of **inception report** including updated detailed workplan, and outreach and selection of participants, with a narrative on implementation methodology. The inception report should include the final list of participants, detailed outreach methodology, mapping exercises and workshop, list of competencies and curriculum to be adapted, tools which will be used during implementation, etc.
- Submission of **first intermediary/progress (narrative and financial) report** following the completion of the in-class training. ENABLE will share reporting templates. Templates can be adjusted or adapted to meet the requirements of ILO projects and capacity of service provider. Format of reporting will be agreed upon signature of contract.
- Submission of a second **intermediary/progress (narrative and financial) report** (narrative and financial) upon the completion of the on-the-job training.
- **Submission of a final completion report.** The report should also document the implementation narrative, key achievements, challenges, mitigation measures, good practices, and recommendations for future interventions and include targets achieved in disaggregated data.
- Documentation for all tools used during implementation.
- All other deliverables in line with activities and sub-activities (e.g list of beneficiaries, list of trainers, trainers' report, supervisors' reports, curricula and WBL tools adapted, assessment results, etc...)

4. Deliverables, Timeframe & Indicative Work Programme

The work is planned to start in February 2024 and the activity is expected to be completed within 4 months. The below table is a suggested workplan template. The service provider is required to propose a detailed workplan for the purpose of this call. A more detailed and accurate workplan will be developed during the inception phase:

	Description of activities	Main deliverables	Provisional Work plan (Timeframe)
1	Activity 1:		
1.1			
1.2			
Etc.			
2	Activity 2:		
2.1			
2.2			

5. Service provider profile

The Service Provider will have the following required expertise:

- Proven experience and records in conducting outreach and skills profiling.
- Proven previous experience and records in working in a multi-stakeholder's environment, and experience with government institutions, development agencies, local authorities, etc.
- Proven experience in developing, managing, and implementing skills training and work-based learning programmes; Have demonstrated technical experience and sustainable results, with a minimum of five years of practical experience in market-oriented skills training and work-based learning.
- Proven experience in conducting work-based learning in the construction sector.
- Proven records of training accreditation.
- Proven competencies (human resources and skills) and experience in providing training.
- A good understanding of the labour market in Lebanon.
- Have practical experience in and the capacity to address social inclusion, social cohesion, and gender issues/dimensions in training and employment.
- Capacity to reach the target group in a timely manner.
- Proven experience to address people with disability in training sessions.
- Ability to network and outreach to various communities.
- Proven excellent reporting, communication, and documentation in both Arabic and English language.

Furthermore, the applicant should have the following capacities:

- At least 5 years' experience to run similar training programmes
- Official accreditations for conducting training programme
- Necessary facilities to run the theoretical and practical part of the learning programme
- At least two trained and certified trainers to deliver the programme
- The physical facilities to run inclusive training programme

6. Proposal Submittals

The technical proposal is expected to be submitted by the bidders to include the following main components:

A- Technical Proposal including the following main components:

1. **Organization's profile** demonstrating required capacity, why they are the most suitable for the work, and local presence/activities in areas of intervention.
2. **CVs** of Team leader with training experience and staff involved in the project implementation demonstrating their capacity to conduct the assignment.
3. **Proposed methodology** on how the applicant will approach and conduct the work, including overview of the assignment/introduction showing the understanding of the context and knowledge of the assignment, foreseen challenges during the implementation of the project and mitigation methods, tools to be used, M&E system... Methodology should demonstrate knowledge in curricula accreditation.
4. Detailed **work plan** with a timeline related to the different activities (including MEL) across an implementation timeline. The inception report will allow a revision of the submitted detailed workplan.
5. **Relevant past works** including past projects and assignments related to work-based learning/on-the-job learning programmes.
6. Provide sample of past annual **reports**, publications, online records.
7. Provide at least 3 professional **references** including detailed contacts.

B- Financial Proposal

1. The Financial Proposal shall specify the unit rate and total in US\$. Where used, actual costs to be incurred in LBP shall be converted using the official banks rate on the date of transaction.
2. The financial proposal may include the following inputs: capital costs (equipment and tools, etc..for the purpose of the training with supporting justification); running costs (salaries, utilities, transport, maintenance, stationary, etc..), activities costs (developing curricula, training of trainers, certification costs etc.)
3. overhead should not exceed 7% of overall total on activities.
4. The total operational costs (capital, running cost and salaries) should not exceed 40% of the total amount.

In order to assist ILO in the comparison of financial proposals, the financial proposals will include a detailed breakdown for all costs related to activities and operational costs. (Sample template annexed)

The financial proposal shall include the following items:

- Activity cost for participants outreach
- Activity cost for beneficiaries profiling
- Activity cost for career counselling sessions
- Activity cost for training of site supervisors, trainers/instructors and other personnel
- Activity costs for implementing the theoretical and practical training programmes.
- Management cost
- Visibility costs

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

7. SELECTION CRITERIA

A Cumulative Evaluation Method will be used for this procurement process and contract will be awarded to highest scorer(s) in cumulative analysis considering Technical and Financial Evaluation. The Technical proposal will contain 70% and financial proposal will contain 30% weight whereas Technical Evaluation passing score is 70%. Any applicant that scores less than 70% in Technical Evaluation shall not be considered for financial evaluation.

The Technical proposals will be evaluated in accordance with the following general criteria stated below:

1.	Relevant Experience of the organization including profile and qualification alignment to criteria listed above (20%)
2.	Human resources proposed for the assignment (qualifications and experience) including technical and management team + detailed CVs (20%)
3.	Qualification and Experience of trainers to deliver the VT courses (20%)
4.	Justification, approach, and methodology proposed; detailed workplan; detailed budget; supporting documents requested (20%)
5.	Similar work experience in Lebanon; previous work with ILO and other development agencies (20%)

The financial proposal will be evaluated based on price reasonableness, cost per beneficiary, and overall cost including clarity and details provided, and alignment of costs against activities and technical proposal.

(a) Financial weighted score, out of 30:

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other financial proposals receive points in inverse proportion. The formula used is as follows:

$$p = y (\mu/z),$$

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest financial proposal

z = price of the financial proposal being evaluated

Clarity of the proposal and provision of all required documentation are considered as a cross cutting measurement criteria.

Proposals received after the deadline will not be considered for evaluation.

7. Payment Schedule

The table below summarizes the planned schedule for payments to be made upon the completion and submission of deliverables delineated in this ToR. A deliverable **is considered completed upon review and satisfaction of the ILO and submission of an acceptable invoice**. Payment schedule will be time bound and instalment % may be revised upon signature of contract in consultation with selected service provider.

1st Payment: Upon the signature of the contract tentative by February 2024 (20% instalment).

2nd Payment: Upon the submission of the inception report and the first intermediary report Tentative by March 2024 (45% instalment).

3rd Payment: Upon the submission of the second intermediary report and final completion report Tentative by May 2024 (35% instalment).

8. Submission of Proposal

The ILO is inviting qualified non-governmental organizations/local entities having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR) to submit technical and financial proposals. The applicant must submit the **Technical and Financial Proposals in separate PDF files** mentioning **“Technical Proposal”** and **“Financial Proposal”** along with supporting documents requested (in manageable size – zip files). The email subject should mention: (name of organization - **“Ref.: ILO OJT Damour”**)

The proposals will be submitted by email along with a cover letter addressed to:

Email: daher@ilo.org, barroeta@ilo.org

And cc: bey-procurement@ilo.org, chaya@ilo.org

Deadline for submission by 31 January 2024 by 23:00 pm (Lebanon Standard Time)

Queries and questions from potential applicants on any section of this TOR are welcomed. Please send relevant questions by 25 January 2024, to the following contacts:

Email: daher@ilo.org, barroeta@ilo.org

And cc: bey-procurement@ilo.org, chaya@ilo.org

The ILO will provide feedback on your queries by 26 January 2024