

ANNEX 1: Vocational Training TOR

A. Background:

Established in 1951, IOM-UN Migration agency is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. With 174 Member States, a further nine States holding observer status and offices in over 100 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. The IOM Constitution recognizes the link between migration and economic, social, and cultural development, as well as to the right of freedom of movement. Headquartered in Geneva, IOM's structure is highly decentralized, enabling the Organization to acquire capacities closer to where the needs are and to effectively deliver an ever-increasing number of diverse projects at the request of its Member States and partners.

B. Project Description:

For the past three years, Lebanon has endured a complex economic and financial crisis. The situation has been compounded by the continued pressures of the Syrian refugee crisis, and the economic impact of COVID-19, the Beirut Port explosions, and the war in Ukraine. The impact of the country's economic collapse on the Lebanese, refugee and migrant population is creating additional problems for Lebanon's migration and asylum systems. Indeed, with limited means to preserve their purchasing power, vulnerable Lebanese and refugee households are pushed to resort to negative coping strategies, including irregular migration/onward refugee movements to Europe. The project: "Addressing irregular migration and protecting the rights and wellbeing of migrants and refugees in Lebanon" funded by Italy aims to help the Lebanese government address asylum and migration challenges resulting from the current crisis. IOM will implement the 15-month project that will: support and protect people's livelihoods to reduce the socio-economic drivers of irregular migration among Lebanese and Syrian refugee communities; and promote effective border and maritime migration management, including search and rescue services, to avoid loss of life at sea and safeguard the rights of refugees and migrants.

IOM is seeking a vocational training service provider to deliver various types of vocational training to **75 Lebanese and Syrian beneficiaries (number subject to change) residing in Akkar, 100 Lebanese and Syrian beneficiaries (number subject to change) residing in the Bekaa, and 50 beneficiaries in the North**. Each beneficiary will receive vocational training covering one topic.

C. Scope of Services, Expected Outputs and Target Completion:

With the objective of improving the employability of men and women in and outside of Lebanon, under the output: "support and protect people's livelihoods to reduce the socio-economic drivers of irregular migration among Lebanese and Syrian refugee communities".

The service-provider is expected to deliver vocational training to IOM selected beneficiaries under the following sectors:

Lot 1: Agriculture (Basic agriculture, occupational health & safety in agriculture, urban Planning, composting/organic Agriculture, nursery, irrigation, dairy production, arboriculture).

Lot 2: Hospitality (Assistant chef, waitering, hotel accounting, hotel service, assistant in nutrition management, assistant in accommodation management, assistant in managing the restaurant hall, assistant in hotel marketing management).

Lot 3: Industry (wood carpenter, aluminium installation, welding, marine welding, air conditioning and refrigeration Technician, phone repairing, Techniques of maintenance of industrial machines, pipe installation, indoor painting, concrete carpenter, glass manufacturing and installation, basic architectural drawing).

Lot 4: Food & beverages (Food Processing, cooking, kitchen chef, sweets chef, eastern sweets chef, Preparing chocolate and ice cream, assistant chef, western cuisine chef).

Lot 5: Industry (mechanical car Maintenance assistant, electrical car maintenance assistant).

Lot 6: Renewable energy (Installation of photovoltaic solar panels, electrical connections for the solar photovoltaic system, renewable energy types and installation, sustainable energy technology, energy management systems, solar panel repairing, electrical technician assistant, Wind energy type and installation).

Lot 7: Soft skills (Basic English, business English, basic IT skills, digital marketing, employment skills, marketing, sales, coding basic skills, robotics basic skills, communication, and decision-making course).

Targets and locations:

- 75 VT beneficiaries in Akkar governorate.
- 100 VT beneficiaries in Bekaa governorate
- 50 VT beneficiaries in North governorate

Note: Service Provider may apply per lot or combination of lot to cover one or several governorates.

Expected Output

1. Share a proposed methodology. (e.g., theory and practice modules, number of sessions and days required for each training available, accreditation details, other...)
2. Share a VT work plan (e.g., Training preparations, venue set up, any recruitment aspect, training details timeframe, Exams, etc.)
3. Facilitation of VT sessions.
4. Venue provision.
5. Provision of all required equipment and tools, stationery needed for the training.
6. Conduct Beneficiaries' evaluations and exams.
7. Issue and deliver certificates to beneficiaries upon training completion.
8. Conduct Satisfaction Surveys.
9. Conduct a training evaluation and provide recommendations.

D. Institutional Arrangement

- a) The Service Provider will be directly reporting to, seeking approval from, and obtaining certificate of acceptance of output from the National Program Officer.
- b) The methodology and work plan must be submitted after 1 week of contract issuance.

- c) The final report on the implementation of the tasks should be submitted 1 week after finishing the training.
- d) IOM ERR staff will be monitoring the delivery of the training from the planning phase until the implementation and the submission of the final report.

D. Duration of the Work

- The overall duration of the service will be 5 months in total, covering all the aspects of implementation listed above.
- The actual vocational training should last between 2 to 4 months.

E. Location of Work

Service provider should be able to deliver vocation trainings in centers located in the following governorate:

- Akkar
- Bekaa
- North

F. Qualifications of the Successful Service Provider at Various Levels

Company:

At least 5 years of experience in conducting vocational training.
Must have conducted similar training for other NGOs, IGOs or UN

Key Professional Staff:

Project Manager

- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
- Excellent inter-personal communication skills including experience of facilitation of training/workshops and presentation.
- Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques, and systems of project management.
- Excellent communication and written skills in English.

Training Facilitator

- Must have at least 2 years of experience in conducting vocational training programs.
- Must have bachelor's degree related to the vocational training offered.
- Must be fluent in Arabic and English
- Must have legal certification to conduct training.

G. Scope of Proposal Price and Schedule of Payments

- a) Cost must be provided per beneficiary and should include the development and implementation of the vocational training as listed above i.e., implementation including centre, facilitators,' tools and equipment, stationery, refreshment, and transportation fees, other.
- b) Breakdown of cost must be provided.

- c) At the end of the service delivery (once), the Service Provider shall invoice IOM in USD in an amount not exceeding the Contract Price. The invoice(s) along with the final report shall be sent to the IOM Beirut.
All invoices should be free of errors and should reach IOM on time.
- d) The payment will be made once upon the delivery of the training and the submission of the final report to IOM.

H. Recommended Presentation of Offer

- **Expression of Interest** outlining how the Service Provider meets the selection criteria and their understanding of the ToR. A summarized description of the scope of work and the intended methodology to be used as well as a tentative work plan including activities and time frames. Detail the number of days/sessions needed, the number of hours per session and the training methodology (theory or application or both).
- Curriculum vitae (CV) outlining relevant qualifications and experience.
- Proposed Budget

J. Annexes to the TOR

none