Call for Applicants

“Subject Coordinators – Basic Literacy and Numeracy Program”

Terms of Reference

Ref:  BLN-COO-001-18

Date: February 20th 2018

I. Background:

Al-Fayhaha Association (henceforth referred to as Al-Fayhaha) is a Lebanese non-profit NGO that aims to develop and rehabilitate the community through educational programs, and socio-cultural activities. Al-Fayhaha was founded in 1999 and was officially established on 8\10\2008 holding the registration number 1254 AD.

Al-Fayhaha has no political nor sectarian orientation; it only adopts the principle of neutrality and non-alignment of any of the partisan spectra maintaining the same distance from everyone. Al-Fayhaha commits through the implementation of its projects the principles of human rights, which includes responsibility and commitment to the rule of law and the empowerment and participation and integration, justice, equality and nondiscrimination and a focus on children with special needs and learning difficulties.
II. The Program

“Basic Literacy and Numeracy services to boys and girls who lack the minimum skills to join formal education”

This project aims to provide basic numeracy and literacy courses to 300 girls and boys aged between 10 and 14 years to prepare them for entry in the ALP programming in 2018. Interventions will take place in the area of Tripoli and entails food, minimum transportation where required, learning materials, referral for psycho-social support or other support services as well as engagement with parents on the roles and responsibilities under their “Duty of Care”.

The program is funded by UNICEF and is implemented under the direct supervision of the Ministry of Education and Higher Education.

Who are we impacting?

- 300 girls and boys aged 10-14 years
- 19 teachers

III. Work Scope

Al-Fayhaa is currently seeking contractual subject coordinators to partake in the program as per the following requirements:

1) Job Titles

<table>
<thead>
<tr>
<th>Reference</th>
<th>Job title</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.4.b.2.3-LN</td>
<td>Subject Coordinator – Languages</td>
<td>1</td>
</tr>
<tr>
<td>2.1.4.b.2.3-MT</td>
<td>Subject Coordinator – Math</td>
<td>1</td>
</tr>
</tbody>
</table>
2) **Services to be provided**

The services required by Al-Fayhaa are detailed as follows:
- Providing training to teachers in the subject area on the BLN approach.
- Supervising the teachers of the subject in terms of delivery of teaching material, general attitude in class and behavior with students.
- Monitoring the weekly planning of teachers.
- Providing evaluative feedback on the effectiveness of teaching strategies for further improvement.
- Liaising with Al-Fayhaa over matters of advice, resources, methods and planning involved in the teaching of the subject.
- Assisting, when necessary, in presenting information to external parties about the program.
- Arranging, when needed, support for teachers in their classroom.
- Attend training sessions related to the unified approach organized by UNICEF or any other implementing partner.

3) **Contract Type**

Limited Contract – Part-Time

4) **Reporting & Hierarchy**

Contracted coordinators will report directly to the Project Manager of the program and indirectly to the General Manager of Al-Fayhaa.

5) **Facilities to be provided by Al-Fayhaa Association**

Al-Fayhaa will provide the working space for the coordinators in addition to all the required needs to fulfill their duties.

6) **Financial Compensation**

As a reward for their services, coordinators will be paid a monthly compensation of 1000 U.S.D.

This monthly financial compensation is directly related to the number of working hours executed by the coordinator as reflected in the timesheet that will be provided by Al-Fayhaa’s financial department and as per the contract that will be signed with the successful applicant.

The timesheet will be used as a reference to complete due payment. Failure to submit timesheets may result in payment deduction or delays.
IV. LOGISTICS AND TIMING

1) Location

1.1) Primary Location
Primary activity location is Al-Fayhha Association main headquarters located in:
City Complex – 1st Floor – Riad El Solh Road
P.O. Box 1327 – Tripoli, Lebanon

1.2) Center Visits
Due to the nature of their duties, coordinators are expected to conduct several
monitoring and supervision visits to Al-Fayhha’s BLN centers located in Tripoli. The
schedule of visits must be agreed upon with the project manager ahead of time
and communicated properly with Al-Fayhha management.

1.3) Trainings
It is expected that several trainings organized by UNICEF to coordinators. The aim
of these trainings is to equip them with knowledge about the BLN approach and
build their facilitation skills.
As such, it is expected that the selected coordinators attend trainings. No
additional financial compensation will be provided for attending these trainings as
it is considered an essential part of their job description.
The location of these trainings is not determined yet. From past experience, it is
expected that these trainings take place in Beirut.

1.4) Transportation
Transportation to and from BLN centers and any other venue such as training
location will be provided by Al-Fayhha’s driver.

2) Start date & period of implementation
The intended start date is immediate and the period of implementation of the
contract will be twelve (12) months from the contract signature date. Period may
be extended depending on the extension of the program and / or provision of
additional funding.
V. REQUIREMENTS

Hired contractors must comply with the following requirements:

1) **Professional Qualifications**
   - At least 3 years of professional experience in the teaching of the related subject.
   - Experience in modern teaching methods.
   - Experience in children psychology.
   - Previous experience in teaching BLN or similar courses.

2) **Educational Qualifications**
   - Bachelor degree in the area subject. Master degree is a plus.
   - Teaching Diploma.

3) **Core Skills**
   - Spoken and written fluency in English, French & Arabic.
   - Excellent writing skills especially reports.
   - Leadership skills are a must.
   - Facilitation skills.
   - Excellent interpersonal and networking skills.
   - Proficiency in Microsoft Office, especially Microsoft Word & Excel.
   - Strong oral and written communications skills.
   - Able to establish and maintain effective working relations with people of different cultural backgrounds.
   - Strong organizational skills and attention to-detail.
   - Knowledge of contextual diversity of various areas of Tripoli, Lebanon.

4) **Working Days**

   Performance of the contract (and therefore payment) is based solely on working days. The subject coordinator will only be paid for days actually worked on the basis of the fee rate mentioned in section 6 of the work scope.

   Number of working days will be agreed upon during the personal interview and stipulated in the contract that will be developed.

   The subject coordinator is not entitled to any paid leaves.

5) **Conflicts of Interest**

   All experts must be independent and free from conflicts of interest in the responsibilities they take on.
6) **Equipment**  
   No equipment is to be purchased on behalf of Al-Fayhaa as part of this service contract or transferred to Al-Fayhaa at the end of this contract. Any equipment related to the successful execution of the services must be communicated to Al-Fayhaa’s procurement department and purchased as per its implanted procurement policy.

7) **Incidental expenditure**  
   Under these Terms of Reference, Al-Fayhaa does not justify any incidental expenditure. It reserves the right to reject payment of any incurred expense of the subject coordinator if it is not approved by Al-Fayhaa’s General Manager.

8) **Reports**  
   8.1) **Monthly Reports**  
      Every coordinator must present monthly reports about the tasks that they have performed. The report is to be forwarded to the Procurement Manager who will in turn verify the validity of the content with the Project Manager and communicate the findings with the financial department in order to process the required payments. Failure to submit these reports will result in payment delays.

   8.2) **Final Report**  
      In addition to the monthly report, every coordinator is required to submit a final report at the end of the period of implementation of the tasks. The draft final report must be submitted at least 10 working days before the end of the period of implementation of the tasks. This final report is crucial for the processing of the final payment.

   8.3) **Timesheet**  
      At the end of every month, the coordinator is to submit in parallel to their monthly report their timesheet to the Procurement Manager who will verify the recorded working hours against the monthly report and forward them to the Financial Department who will process the payments accordingly.

      Note that any payments cannot be issued if the related timesheet is not shared with the procurement department in due time.
8.4) **List of Reports**
To summarize, every subject coordinator shall provide the following reports:

<table>
<thead>
<tr>
<th>Name of report</th>
<th>Content</th>
<th>Time of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report</td>
<td>Analysis of existing situation and work plan for the upcoming implementation phase.</td>
<td>1 week following the initiation of the contract</td>
</tr>
<tr>
<td>Monthly Report</td>
<td>Short description of progress including problems encountered and planned work for the next week.</td>
<td>3 working days prior to the end of every month</td>
</tr>
<tr>
<td>Final Report</td>
<td>Short description of achievements including problems encountered and recommendations.</td>
<td>10 working days prior to the end of the contract period</td>
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</table>

8.5) **Language of the Reports**
The reports must be written in either Arabic, French or English languages.
The Procurement Manager is responsible for approving the reports after conferring with the Project Manager.
VI. Special Instructions

- Coordinator must adhere to the time schedule agreed upon in the interview meeting and reflected in the contract. Any changes need to be agreed upon ahead of time with the General Manager and communicated to the Procurement Manager and Project Manager.
- Applicant must specify to which job title they are applying in the application email.
- Applicant cannot apply for more than 1 job title.
- Application documents may be submitted by mail or in person.
- Application documents submitted by email must be sent to procurement@al-fayhaa.org
  E-Mail title must be:
  “Subject Coordinators for the Basic Literacy and Numeracy Program – Terms of Reference”
- E-mails without the above title will be disregarded.
- Application documents submitted in person should be sent to the following address:
  City Complex – 1st Floor – Riad El Solh Road
  P.O. Box 1327 – Tripoli, Lebanon
  Tel: +961 6 44 66 81
- Application documents submitted in hand must be in a sealed envelope with the following statements in block letters on its back:
  “Subject Coordinators for the Basic Literacy and Numeracy Program – Terms of Reference”

VII. Documents to be submitted

- Recent CV or Resume.
- Cover Letter highlighting why applicant should be selected.
- A signed Declaration using the format attached to these Terms of Reference.
- A completed Financial Identification Form to indicate the bank account into which payments should be made if the applicant is successful.
- Scan or Copy of Identification Document.
- Recent Judiciary Record (not older than 3 months)
VIII. Instructions to Submit Applications:

Last Submission Date:       Wednesday, February 28th, 2018
Closing Time:               End-of-Business – 5:00pm

For any inquiries, please contact:

Fadi El Darwich
Procurement Manager

Phone: +961 6 44 66 81
E-Mail: procurement@al-fayhaa.org