



**INTERNISA**

**actionaid**

## **Call for consultancy/capacity building Trainer Terms of Reference**

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ActionAid Palestine  
Nov 2021

### **1. Background information**

ActionAid Palestine is implementing a thirty-month project funded by ENI CBC MED strategic calls: " Developing the INTERNISA network of synergies to increase the number of digitally skilled women employed in the ENI CBC MED territories via matching demand and supply in the labour market" under contract B\_A.3.1\_0064. The project objective is to bridge the digital gender gap and provide marketable digital skills in Mediterranean territories by developing a network and a portal that brings closer the demand and supply of the labour market, providing women with digital skills, and delivering professional training in the agri-food, financial, textile, and tourism sectors.

The project is being implemented in 7 countries with 9 partners in Greece, Tunis, Spain, Italy, Jordan, Lebanon, and Palestine. During the project, the INTERNISA network will foster the hiring of 400 women trained in digital skills through short-term crowd working & traineeships and long-term full-time jobs. INTERNISA's impact is to provide an inexpensive and sustainable mechanism to ensure that businesspeople, women, and public authorities have access to training and know-how to develop their digital skills.

In this current phase of the project " capacity building", the project aims to initiate the INTERNISA labour demand and supply interventions, by developing online and offline training curricula and carrying out supportive training procedures for a) women in need of digital skills, b) businesspeople in need of applying innovative digitalized business models, and c) public sector employees aiming to support and advance the digitalization of ENI CBC MED economies. The curricula will focus on digital skills for the agri-food, textile financial and tourism sectors of INTERNISA territories.

### **2. Purpose and rationale**

This training aims at the introduction of contemporary digital environments for the enhancement of digital skills to women who wish to work in the tourism sector. At the same time, it will also foster the enhancement of soft skills, through the provision of practical examples and exercises. In particular, during the training, the participants will have the opportunity to enhance skills, such as collaboration, responsibility, communication, continuous learning, prioritisation and problem solving. The training will be delivered through three rounds 5-day training seminars for each 20 Women in Tourism targeting 60 women in total in digital skills.

### **3. Key deliverables expected:**

1. Review of training materials developed by INTERNISA partners
2. Availability for deliver online and offline training seminar.
3. Develop training work plan

4. Deliver 5 days non-consecutive trainings to women in digital skills needed for tourism sector
5. Develop pre and post training assessment template.
6. Coordinate with trainees to confirm logistics and training practicalities i.e., time, location...etc.
7. Support in developing a press release for the training before and after sessions are delivered.
8. Provide translation of training curriculum and toolkits from English to Arabic.
9. Develop descriptive training report incorporating the following aspects:
  - Introduction to the training curricula and toolkit
  - Trainees' background, current positions and key expectations from the trainer
  - Training work plan/schedule
  - Achieved results from the 5 days- three rounds training (Alignment between the toolkit and training outputs)
  - Assessment results from the Pre and post surveys (trainees)
  - Results from the evaluation form (evaluating trainer and training content)
  - Conclusions and recommendations including the development of a minimum two success stories.

#### **4. Timeframe:**

The assignment must be completed from 1st of December until all deliverables are met, with 60 women participating in 5-day training, and no later than end of Jan 2021.

#### **5. Qualification of trainer/firm**

- Demonstrated experience in providing capacity building to women and young women, preferably for NEETs (Not in education, employment or training) and working women in tourism or potential workers in this sector.
- Demonstrated 10 years of experience in the design and delivery of capacity building trainings for national and international agencies.
- In depth knowledge and experience in developing training materials and using participatory training approaches and in Adult education methods and techniques.
- Demonstrated staff capacity to design and deliver those trainings with high competences in programme framework, monitoring and evaluation and capacity strengthening.
- Experience in digital skills trainings
- Experience and knowledge of Palestinian tourism sector, especially for strengthening women's engagement in the labour market.
- Eligible for applying are open to both individuals or registered firms

#### **6. Application process**

The trainer and/or relevant firms that meet the requirements should submit an expression of interest to include the following:

1. A cover letter including the suitability of the candidate (individual or a firm) to the required task.
2. A curriculum vitae of trainer/s to be working on the assignment.
3. A technical offer in response to the call for in Capacity Building TOR, showing the trainer's understanding of the assignment and how this can be taken forward.
4. A financial offer: detailed budget breakdown in **EURO** and initial work plan for the designated dates of the assignment.

#### **10. Prerequisites for accepting Consultants/firms' financial offer:**

- Prices must be VAT exempted. Otherwise, 5% income tax deduction from the total cost for local individuals who are not registered at official quarters.
- The firms have to provide a valid deduct from source certificate along with the offer.

- Prices must be in **Euros** valid for 30 days from the closing date of proposal submission.
  - Prices must include all expenses related to this assignment e.g., travel, stationary, per diems...etc
- The expression of interest package must be submitted to ActionAid Palestine in a closed and sealed envelope **no later than 3:00 p.m. on Sunday 28th November 2021** to ActionAid offices as per the address below
    - Ramallah- Ein Misbah, opposite to YWCA and next to AL Snowbar restaurant
    - Hebron, As Salam Str. Behind Al 'Am Saleh restaurant
    - Bethlehem, Al Makfoufin Str. Nearby Bethlehem University, Global Platform Palestine

For any clarification related to this ToRs, please contact [amani.mustafa@action.org](mailto:amani.mustafa@action.org)

ActionAid offers equal opportunities for all. ActionAid Palestine is committed to SHEA (Sexual Harassment, Exploitation and Abuse) and safeguarding overarching principles. This Terms of Reference follows the EU regulations no. 897/2014 for procurement purposes.