



“MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy”

Ref. No.: B_A.3.1_0115

Tender for External Services

Description: MYSEA Training Material Development for Transversal Skills

Tender No.: 13

Contracting Organization:

LEBANESE DEVELOPMENT NETWORK – LDN



The “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), implemented and funded within the ENI CBC Mediterranean Sea Basin Programme, is launching a call for an External Expert (Sub-contacted Services) under the following Terms of References (ToR):

Lebanese Development Network (LDN)

Name of the Organisation	Lebanese Development Network - LDN
Postal Address	
City - Region	Jal el Dib
Postal Code	
Country	Lebanon
Telephone	04-716 433
E-mail	info@ldn-lb.org
Contact Person	Amin Nehme
Official Website (URL)	www.ldn-lb.org

The Lebanese Development Network (LDN) is a national non-profit organization “dedicated to assist individuals, communities and institutions build their capacities by conveying knowledge and improving practical performance to enable them manage the changing social requirements, catch opportunities and meet the development challenges.”

Programme and Project Information

Programme Brief Description

The 2014-2020 ENI CBC “Mediterranean Sea Basin Programme is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighborhood Instrument (ENI). The ENI CBC Med Programme brings together the coastal territories of 14 countries in view of fostering fair, equitable development on both sides of the Mediterranean. Through calls for proposals, ENI CBC Med finances cooperation projects for a more competitive, innovative, inclusive and sustainable Mediterranean area.

Further information are available in the ENI CBC Med Programme official website:
<https://www.enicbmed.eu>

Project Brief Description

Given demographic changes, skill mismatches, rigid regulations, gender gaps and persistence of certain socio-cultural norms, the Euro-Mediterranean region faces high unemployment rates of youth, mainly NEETs, and women are underrepresented in the labour market. The growing proliferation of sustainable and eco-responsible innovations in the agri-food and waste management sectors requires new occupational profiles. To achieve this goal, the MYSEA project aims, from one side, to identify existing and emerging skills and professional needs through oriented training, coaching and mentoring, and from the other side, to involve Technical and Vocational Education and Training (TVET)

institutions and enterprises encouraging sector-skills alliances through apprenticeship, traineeship and on-the-job training. The project will result in opportunities for young women and NEETs to apply the soft and hard skills learned during the training period and offer a platform to exchange experiences and implement national employment schemes in favour of youth employment.

Further information are available in the MYSEA project official website:

<https://www.enicbcmmed.eu/projects/mysea>

Procurement, Funding and Contract Information

Funding of the Contract

The contract is funded within framework of the “MYSEA - Mediterranean Youth, NEETs and women advancing Skills, Employment and Awareness in the blue and green economy” (Ref. No.: B_A.3.1_0115), which is implemented under the the ENI CBC Mediterranean Sea Basin Programme.

Duration of the Contract

The maximum available duration of the contract is from the day of signature until the end date of the project.

Value of the Contract

The maximum available value of the contract is <2000 to 2500 ><EUR

Contract Payments

The payments of services and deliverables can take place after their partial or total completion and when the related invoice is issued. An advance payment of up to 50% of the total payment is possible, upon the Contracting Authority’s decision and/or the availability of the related funds.

Description of the Tender

Subject of the Tender

The subject of this tender, depending on the nature of the contract, is the provision of services related to training workshops covering Transversal skills training package, for 5 centers 8 groups, related to the training activities of the MYSEA project.

Eligibility of Tenderers

The tender is open to legal entities (Private Companies, NGOs, TVET Organisations, Consulting Companies, etc) and natural persons (External Consultants, Freelance Professionals, etc.), that are able to deliver the expected services under a “Service’s Contract”.

Output and Activity Description

Project Outputs Description

MYSEA foresees transversal skills training package. The package contains 5 modules of 20 hour each module, self-assessment and evaluation forms (with measurable goals) to allow learners to measure their progress. Package is designed in accordance with the curricula methodology and are available in English and Arabic languages.

Project Activity Description

Transversal skills are highly in demand to successfully adapt to changes and to lead a productive life. The trainings packages will include 5 modules of 20 hours each. Indicatively, teamwork, effective communication, problem solving, time management and conflict resolution are some of the topics included. These modules serve to strengthen the critical and innovative thinking, interpersonal skills, intrapersonal skills and citizenship.

External Experts' Tasks and Requirements

- Content Creation for the Training Modules:
The expert is expected to create the training material for 5 modules of 20 hours each.
The material will include power point slides (ppt files) for each module and an overall Student's Handbook of approximately of 25 pages (including cover pages, contents, text, graphs, images, text, additional study sources and reference list).
- Creation of Content for Assessment Material and Tools (applicable for Transversal Skills)
The expert is expected to create assessment material like (tests, self-evaluation forms, etc.) for the modules.
- Content Creation for the Training Handbook/Guidelines for Trainers (applicable for Transversal Skills)
The expert is expected create a document outlining specific guidelines for the trainers, suggested case studies and activities for each country. The Handbook will be approximately 20 pages including cover pages, contents, additional sources and reference list.
- Contribution in the preparation of the Training Handbook/Guidelines for Trainers
- The expert is expected to provide short input in the section related to the delivery of the training modules in their country with country specific guidelines for the trainers, suggested case studies and activities.
- Contribution in the preparation of Assessment Material and Tools
- The expert is expected to provide short country specific input in the section related to the training modules of their expertise.

External Experts Profile

Mandatory Requirements

- Expertise in the fields of the training topics
Professional experience and/or related academic background for natural persons
- Experience in design of VET training material
- Experience in curriculum design and development
- Experience in creation of VET training material

Desirable Requirements

- Experience in design of training material for specific target groups (NEETs, Women, Unemployed)
- Experience in implementation of related activities for ENI CBC Med Projects
- Experience in implementation of related activities for EU Funded Projects

Additional Information

- Detailed information regarding the outline of the training packages and each respective module can be found in **Annex I**.
- The Contracting Authority will provide to the External Expert the Document of the Curriculum Development Methodology, where all the necessary information will be included.
- The training material should be created in English.

External Expert Deliverables and Timeframe

- Contribution in the Document of the Curriculum Design Methodology
Type of Deliverable: Short Inputs in Word Format
Timeframe: Throughout the Contracted Period
- Content Creation for the Training Modules (applicable for Transversal and Digital Skills Packages)
Type of Deliverable: Training Material in PPT format & Student Handbook in Word Format
Timeframe: Until 10/10/2022 (the latest)
- Creation of Content for Assessment Material and Tools (applicable for Transversal and Digital Skills Packages)
Type of Deliverable: Assessment Material (e.g., PPT, WORD, Google Forms format, etc) &
Timeframe: Until 10/10/2022 (the latest)
- Content Creation for the Training Handbook/Guidelines for Trainers (applicable for Transversal and Digital Skills Packages)
Type of Deliverable: Training Handbook/Guidelines for Trainers in Word Format
Timeframe: Until 10/10/2022 (the latest)
- Contribution in the preparation of the Training Handbook/Guidelines for Trainers (applicable for Sector-based Skills)
Type of Deliverable: Short Inputs in Word Format
Timeframe: Until 15/15/2022 (the latest)
- Contribution in the preparation of Assessment Material and Tools (applicable for Sector-based Skills)
Type of Deliverable: Short Inputs in Word Format
Timeframe: Until 15/10/2022 (the latest)

Note: Any other internal deadlines and milestones will be agreed among the Contracting Authority and the External Expert.

Submission of Tenders and Supporting Documents

Deadline for Submission of the Tenders

The deadline for submission of tenders is 9th of September 2022. Any tender received after this deadline will be automatically rejected.

Address and Means of Submission of the Tenders

The tender will be submitted in 1 (one) original. In case of e-mail submission, the tenderer may provide an electronic version. Any tenders not using the prescribed form shall be rejected by the contracting authority.

1) If delivery by post or courier, the tenders will be submitted in an envelope including and will contain the following information at the external part:

Name and address of the contracting authority

Contact person

Title of the tender

Reference number

Name and address of the tenderer

2) If delivery by e-mail, the message will clearly indicate:

Title of the tender

Reference number

Name and address of the tenderer

The tender submission form and any supporting documentation will be provided as attachment to the e-mail.

Supporting Documents

The tenderers will submit their tenders using the **standard submission form available in Annex II of this tender**.

The Contracting Authority may request any additional supporting documents, that are necessary for the evaluation of the Tender and/or are required by the National Legislative Framework.

Annex I – Description of the Training Material

Transversal Skills Training Package

Transversal Skills
Scope
<p>“Transversal skills and competences (TSCs) are learned and proven abilities which are commonly seen as necessary or valuable for effective action in virtually any kind of work, learning or life activity. They are “transversal” because they are not exclusively related to any particular context (job, occupation, academic discipline, civic or community engagement, occupational sector, group of occupational sectors, etc.).”¹</p>
Description
<p>The objective of this training programme is to improve managerial and communication performance by enhancing the relevant skills and competencies. Individuals with transversal skills are better prepared to deal with the demands and challenges of everyday life. Teamwork, effective communication, problem solving, time management and conflict resolution are examples of skills that make a difference both at personal, as well as professional level. Soft skills are "life skills," which are defined as "behaviours employed successfully and ethically in handling personal concerns."</p> <p>Through the development of this training programme, the aim is to provide trainees with tools that will allow them to successfully adjust to changes and live a productive life.</p>
EQF Level/ Competence/Level of autonomy
<p>4</p> <p>Exercise self-management within the guidelines of work that are usually predictable, but are subject to change; supervise the routine work of others, taking some responsibility for the evaluation and improvement of work activities</p>
Module 1: Interpersonal Skills (20hrs)
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> ● What is interpersonal communication ● Active listening ● How to contribute to conflict resolution
<p>Practical Knowledge</p> <ul style="list-style-type: none"> ● How to give feedback ● Techniques for conflict resolution ● Techniques for problem solving
<p>Skills and competencies</p> <ul style="list-style-type: none"> ● Identify and examine the components of effective interpersonal communication abilities. ● Examine personal communication styles and the underlying attitudes, beliefs, and values through self-analysis and reflection. ● Develop interpersonal communication skills in order to build and strengthen personal and professional relationships that are characterised by open and honest communication and effective conflict resolution. ● Employ effective communication skills that are suited for the situation, the purpose, and the audience.

¹ Unpacking transversal skills and competences - ESCO's new Transversal Skills Hierarchy

Module 2: Written and Verbal Communication (20hrs)

Theoretical Knowledge

- The importance of written and verbal communication
- Characteristics of effective communication
- Understanding and respecting the audience
- What is active listening
- Understanding body language and posture
- How the voice across its whole range can be used as a tool for improving communication

Practical Knowledge

- Strategies for improved presentation skills
- How to adapt communication styles depending on the situation and the audience
- Techniques for effective communication
- How to show empathy
- Emotional intelligence - identifying and managing your emotions, as well as other people's emotions
- The principles of effective teamwork

Skills and competencies

- Recognise and compose readable texts, defined by clear and coherent structure and well-constructed paragraphs and sentences
- Recognise and formulate effective written and oral communication, taking into account audience, context, and format
- Analyse arguments in order to construct ones that are well supported, well-reasoned, and well controlled
- Understanding and applying appropriate techniques for each audience
- Applying an empathetic approach in both written and verbal communication

Module 3: Career Development Skills (20hrs)

Theoretical Knowledge

- What is a career plan and how it is developed?
- Understanding our own skillset, abilities and strengths
- Relating personal traits to career goals
- Learning how to search for the desired position
- Understanding the importance of tailored self-presentation to the future employer
- Understanding the needs of the labour market in terms of qualifications and personality qualities
- Looking for background information on the employer and understanding their culture

Practical Knowledge

- Development of a career plan
- Job hunting techniques
- Tailored CV preparation
- Drafting the suitable cover letter
- How to prepare for an interview

Skills and competencies

- Understand what type of employment one can search for, based on their own skillset and career goals
- Know where and how to search for employment
- Know how to develop a CV for a specific position
- Understanding what leads to a successful interview

Module 4: Advancing Professional Skills for the Agri-Food & Waste Management Sector (20hrs)

Theoretical Knowledge

<ul style="list-style-type: none"> • The principles of Project Management-Key concepts and tools • Quality assurance and assessment-International Standards • Marketing principles • Fostering innovation in the Agri-food/ Waste management sector
<p>Practical Knowledge</p> <ul style="list-style-type: none"> • From ideation to MVP • Project management fundamentals • Project planning and monitoring tools • Quality assurance & evaluation fundamentals • Putting together a marketing plan
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Understand the basic concepts related to Project Management • Know how to use the PM tools to monitor the progress of a project • Understand the basic concepts of Quality Assurance and Evaluation • Become familiar with the marketing principles • Know how to develop a marketing plan
<p>Module 5: Thematic Oriented Skills (20hrs)</p>
<p>Theoretical Knowledge</p> <ul style="list-style-type: none"> • Innovation in the Agri-food/ waste management sector • The role of digital transformation in the agri-food/ waste management sector • New trends at international and national level • The social aspects related to the agri-food/ waste management sector
<p>Practical Knowledge</p> <ul style="list-style-type: none"> • What makes a product/ service innovative? • Best practices • Agri-food/ waste management and environmental sustainability
<p>Skills and competencies</p> <ul style="list-style-type: none"> • Become familiar with innovative practices in the sector • Understand the impact of digital transformation • Understand the importance of environmental sustainability in the sector

Annex II – Format of Offer to Be Provided by the Tenderer

OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Offer submitted by:

Name of legal entity or entities submitting the tender	
Address	
Legal registration number	

Contact person:

Name	
Telephone	

e-mail address	
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2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services/supplies/works is provided in the technical offer.

In addition, I confirm that our entity is fully eligible for providing services under a contract financed by the EU and it is not in any of the situations that would mean an exclusion from a tender.

Finally, I declare to have no conflict of interest with any other concerned party in the tender procedure at the moment of submitting this tender.

3. TECHNICAL OFFER

No.	Title of item	Description of services offered	Proposed timeframe	Proposed inputs
1				
n				

Please provide details on the offered services by using the standard tables below (choose one of the tables, except for hybrid contracts) and by adding any other relevant information and/or documentation.

4. FINANCIAL OFFER

The total price for the offered services is i <XX.XXX,XX><EUR or <national currency>. This price does not include VAT.

The total price for the offered services including VAT (XX%) is <XX.XXX,XX><EUR or <national currency>.

The offered price includes the execution/delivery of the items described in the technical offer, as well as all the related incidental costs, such as transport, logistics, etc., when required.

Please include a breakdown, in accordance with the items in the technical offer. For fee-based service contracts, include the number of expert days and the daily fees, as well as the breakdown of the incidental costs.

Name	
Signature	
Date	

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