

TERMS OF REFERENCE
INDIVIDUAL CONSULTANT/CONTRACTOR

Section:	Human Resources	Date:	September 2019
Title:	Arabic/Spanish/French Language Instructors (Institution)	Duty station:	Beirut
Reporting to:	HR Officer	Contract type:	Institutional
Duration:	LTA for 2 years	Start date:	October 2019

Section	Content
Objectives	<p>Long Term Arrangement (LTA) with institutions to provide Language courses for interested staff (Arabic/Spanish/French)</p> <ol style="list-style-type: none"> 1) Classes for Beginners 2) Classes for Intermediate 3) Advanced Business Writing Skills <p>Upon completion of training, according to the respective levels, S/Ms will:</p> <ul style="list-style-type: none"> – Improve their reading and listening skills – Basic Conversational Skills – Intermediate Conversational – Develop Business Writing skills (to develop presentations, write e-mails, reports and other Business-related material).
Background	<p>UNICEF encourages staff at all levels to further develop their language skills. Acquiring another UN language will contribute to UNICEF international mobility scheme.</p> <p>Language classes at institutions are within core working hours and not manageable for IP and national staff to attend. The timing and location needs to be better tailored to the working schedules and physically easily reachable.</p> <p>Hence it was decided to offer them in house.</p>
Scope of work	<p>Language classes will be held in the premises of UNICEF Beirut (Sama Beirut, Achrafieh) at regular agreed hours, and will be facilitated by a local training institution.</p> <p>Participants' levels will be evaluated before the start of classes and training will be organized accordingly and trainees will be grouped by level.</p> <p>At the end of the quarter, the consultant will conduct a final evaluation of participants whose results will be sent to UNICEF.</p>
Deliverables and Schedules	<p>The assignment is designed to provide courses for around 10 S/Ms and the duration is of initial 15 weeks, as follow:</p> <p>Week 1: Assessment of the language level of staff who will attend the course.</p> <p>Week 2: Custom design of the course.</p> <p>Week 3 to 14: Two sessions per week for each group</p> <p>Week 15: Final evaluation and reporting of participants and course.</p>
Timing	<p>The language classes will be provided over initial 15 weeks, twice per week, for 1 or 1.5-hour duration during lunch time.</p>
Reporting Requirements	<p>Contractor to report to the HR Officer.</p> <p>Week 1: Assessment report of participants' language level</p> <p>Week 2: Course schedule and agenda</p> <p>Week 15: Final evaluation of participants' language level.</p>

Profile Requirements	<p>The instructors should:</p> <ul style="list-style-type: none"> - Possess the relevant advanced university degree - A minimum of 3 years language teaching experience (in the correspondent language) (adult learning). - A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. - The selected candidate must also have the appropriate equipment and materials to ensure the quality of learning.
Technical and Financial Evaluation Criteria	<p>Evaluation of the offers will be in two parts, technical and financial. The technical evaluation will carry a maximum of 60 points. A minimum score of 30 points must be obtained to pass the technical evaluation.</p> <p>The following criteria must be part of the submission, with a total score 60:</p> <ol style="list-style-type: none"> 1. Completeness of Response and understanding of UNICEF Requirements (5 points) 2. Overall concord between RFP requirements and proposal (5 points) 3. Provide a course outline and evaluation samples for Beginners, Intermediate, advanced and writing skills. (20 points) 4. Quality and creativity of proposed activities, and samples (10 points) 5. Experience working on similar projects, (5 points for each reference) 6. Key personnel: relevant academic and work experience of the proposed Teachers. CVs to be submitted. (5 points for each level). <p>Financial evaluation Criteria: Only bidders obtaining the minimum pass mark in the technical evaluation will be considered for the financial evaluation. Financial evaluation is composed of 40 points. The lowest financial offer will obtain 40 points. Short-listed institutions may be invited for a pilot session should it be deemed necessary for final selection.</p>
Payment Schedule/Method	<p>Payments will be done monthly subject to receipt of progress reports (including attendance lists).</p>