



Under the Framework of the Technical and Vocational Education and Training (Forsah TVET) Program

Request for Entrepreneurship & life skills Specialist Terms of Reference

Due Date: Saturday, 23 December 2023

Background and General Information about Forsah Program

Forsah TVET supports technical and vocational education and training (TVET) institutions to better prepare Palestinians graduates for the labor market, and to productively engage in local and regional economies. By enhancing TVET institution's capacity to respond to the needs of the private sector, creating partnerships between TVET institutions, private sector firms, and youth in specific sectors, and increasing enrollment in TVET program, Forsah TVET will help supply skilled TVET graduates and create an enabling environment for sustainable supply-demand associations and meaningful youth participation.

Through partnership with non-governmental Palestinian TVET institutions, Forsah TVET will collaboratively develop new or upgraded training programs. These programs will support Palestinian career paths and link students to employment opportunities, or help them start their own businesses, in increasingly in-demand sectors. Through partnerships, Forsah TVET supports TVET institutions' responsiveness to the needs of the private sector and the effects of climate change; creates new partnerships between the TVET institutions and the private sector; and increases the number of skilled graduates. In addition, Forsah TVET will support enhanced career development services and mentorships for students. Forsah TVET activities will work with youth to improve awareness of TVET programs and increase student enrollment in partner institutions. Through Forsah TVET, partner TVET institutions across the West Bank, Gaza and East Jerusalem will work collaboratively to enhance the quality, relevance, and access of their training programs, building their capacity to respond to the needs of the private sector and build partnerships with private sector firms and youth in specific sectors. Through Forsah TVET, partner TVET institutions will have improved performance, accessible green facilities, and well-established relationships with private sector actors, enabling them to sustainably respond to and predict workforce demand and the effects of climate change.

About BWF:

The Business Women Forum (BWF) is a national non-profit organization established in 2006, to promote and empower the role of businesswomen and entrepreneurs as leaders in the Palestinian economy through advocacy, influence to create an enabling environment for women in

Palestine. BWF works through a comprehensive methodology through provision of business development packages including capacity building, coaching, consultancy and technical support necessary for their business, enhancing access to markets, financing and knowledge, in addition to networking with local, regional and global institutions and organizations.

BWF has developed a holistic business development approach based on the cumulative experience of BWF over the 15 years working on supporting women owned businesses and women entrepreneurs from different sectors and backgrounds. The holistic demand driven business development approach includes: capacity building & skill development program , one-on-one coaching and mentoring, on the job training, developing competitive products, branding and creation of creative designs, providing seed funding, access to information, access to finance, and marketing (identification of local marketing channels, developing marketing strategies, creating and participating at local, regional and international networking platforms and enhancing access to export chains). In addition, BWF introduces role models, women champions and advocates for women's issues at all levels. This holistic approach contributed to enhancing sustainability of businesses and access to economic opportunities through job creation and income generation, thus, promoted women's potential leaders and agents of change.

The Purpose of this ToR

As an integral component of the Forsah TVET intermediate results framework, dedicated to enhancing the capacity of TVET institutions in addressing private sector needs. Business Women Forum (BWF) collaborate with the project partners to support Training Co-Design Teams (TCT) to review and upgrade existing curricula of the TVET institutions partnered with Forsah program and/or develop new Market- Driven Training Programs. Six training programs will be developed in five economic sectors (Electric and hybrid vehicle repair, Manufacture of machinery and equipment, including electrical, Hospitality and tourism, Construction of buildings and specialized construction activities, Manufacture of furniture and wood products). Forsah is finalization the identification of the exact training programs based on the labor market demand and will be shared with the specialist upon hiring.

The aspiration and the responsibility of BWF in these interventions is to foster a curriculum that reinforced by principles of Entrepreneurship and Life skills aiming at creating a transformative learning experience and equip students for smooth transition into employment.

Henceforth, BWF is seeking to hire proficient Entrepreneurship and Soft Skills Specialist. The primary objective of the specialist engagement is to provide support to the process of curriculum development. This development process includes having modernized curricula which mean to newly developed or upgraded curricula. The Life of project target is 12 modernized curriculums in Arabic divided on 2 years from (2024 to 2025), however Entrepreneurship and life skills integration might be classified based on areas of training programs. **In 2023-2024, 6 curriculums will be developed at 6 partner TVET institutions. This assignment covers of the development of flexible**

entrepreneurship and soft skills training modules that can be adopted and used as part of any of these TVET training

The specialist experience will serve as the cornerstone for composing requisite interventions that establish the seamless integration and comprehensive inclusion of crucial components. These encompass the vital areas of Entrepreneurship and life skills, all of which stand as integral pillars of this transformative educational initiative through preparing of two separate modules one for entrepreneurship and one for soft skills that integrating as well inclusivity and gender equality and social inclusivity consideration with collaboration with TCTs.

The responsibility of the selected specialist includes evaluation of the curricula embraced by TVET institutions partnered with the Forsah program. The primary objectives of this evaluation are to amplify entrepreneurship facets, and augment of life skills components.

The inclusion of these elements aims to provide graduates with the proficiencies' requisite for holistic personal and economic empowerment. Through such revolving, BWF participates in crafting curriculums exceed conventional patterns, and equipping students with the skills to navigate dynamic vocational landscapes while experiencing entrepreneurship and life skills in an inclusive approach.

selected specialist should work on developing inclusive soft skills module and entrepreneurship module which are flexible to be included in any TVET program levels (1+2+4) with adaptation, specifically in terms of hours, according to the program level. Where the specialist should determine the required training hours for entrepreneurship and soft skills (to be included as part of the total TVET program training hours, which is important for programs accreditation). Highlighting that the TVET training programs that will be developed in the selected 5 industry sectors by first cohort TVETs and under this assignment might be focusing on level 4 Programs and level 2 programs of TVET at this stage.

The specialist should ensure that there is no duplicated topics between the entrepreneurship module and the soft skills module. The specialist as well should consider into development process of these modules the revision of existing/current used local programs for the entrepreneurship and soft skills such as IREX's Youth Essential Skills, ILO's KAB curriculum, and PWY's STEPS Comprehensive Employability Package among others. This revision will help the expert to utilize, adapt, and leverage on these existing resources to develop the upgraded modules that encompass outline, approaches, topics, methodologies, essential tools, instructions, training materials and sources etc...

Also, specialist should provide guidelines for trainers who will be training entrepreneurship and soft skills materials either as a separate document or as a part of the module. During the development of these entrepreneurship and soft skills modules the specialist should work in coordination with the TCTs to identify/validate the needed skills in the labor market. Noting that the TCTs will include experts from private sector to collaborate in developing the TVET programs competency profile which should be reviewed as well by the Entrepreneurship and life skills expert.

Scope of Work

Given the above scope, the assigned specialist is entrusted with the responsibility of executing the following tasks with utmost professionalism:

- Review available entrepreneurship and soft skills training programs or material resources. In addition to reviewing the identified new TVET programs competencies.
- Develop/adapt a separate entrepreneurship module based on in-demand skills for level 2 TVET programs and determine the training hours. The entrepreneurship module shall be developed for level 2 TVET training programs only and shall be flexible to be used for any level 2 TVET program.
- Develop/adapt a separate soft skills module based on in-demand skills for levels 2 and 4 TVET training programs and determine the training hours for level 4 module and the adapted version for level 2 programs. The Soft Skills module shall be developed for Level 4 TVET training programs and adapted for level 2 TVET training programs which are shorter in duration. The module versions for level 4 and 2 shall be flexible to be used for any level 4 and 2 TVET programs.
- Ensure that the adapted/ developed entrepreneurship and soft skills modules are inclusive and considers GESI principles
- The specialist will be responsible for the identification of in-demand entrepreneurship and soft skills to be included their respective modules. The specialist will engage and benefit from the TCTs to identify/validate the needed skills in the labor market.
- The specialist will develop the outline of the soft skills modules and entrepreneurship module and determine the # of hours in each TVET training program level **maximum by March 2024**.
- The specialist will be responsible for the development/adaptation of the needed materials for the entrepreneurship and soft skills modules **maximum by May 2024**. The material shall be developed based on the skills identified in the previous step and shall be inclusive.
- Note: the entrepreneurship module and the soft skills module can be the same for all TVET training programs and the training hours can be adapted (reduced) according to the TVET training program level.

Main Deliverables for the Entrepreneurship and Soft skills specialists:

- 1) The main expected outcome from this assignment is the separate entrepreneurship and soft skills modules that can be used for any TVET program. The deliverables of this main outcome are:
 - Entrepreneurship training module outline and number of hours for Level 2 TVET program **by March 2023**.
 - Soft skills training module outline and number of hours for level 4 TVET programs in addition to adapted outline and number of hours of this module for level 2 TVET programs **by March 2023**.

- One complete Entrepreneurship training module, including the module materials and instructor guide, for Level 2 TVET program **by May 2024**.
- One Soft skills training module (including module materials and trainer's guide) for level 4 TVET programs in addition to adapted version of this module (including the module materials and trainer's guide) for level 2 TVET programs **by May 2024**. The module materials.

Notes:

- *These training modules should be flexible for future adapted versions for other TVET programs levels 1,2, and 4.*
- *The Entrepreneurship module and the soft skills level 4 and adapted level 2 version should include trainers' guideline or manual.*

2) Assignment Reports includes:

- Progress reports includes:
 - Report of the evaluation, identification and validation of competencies step, highlighting the process, methodology, tools, the evaluation mechanism and deficiencies found in the current curriculum, available source materials, and competencies profiles.
 - Report for the modules' development step, highlighting the process, methodology, tools, curriculum enhancement plan to address the identified gaps and to outline specific changes, additions, evaluation of progress or integration of the suggested modules, recommendations for improvement. Annexed with the final deliverables of modules outline, source material and guidelines
- Final report: Summarizing the entire consultancy, including, activities, outcomes, lessons learned, recommendations for sustainability, etc.

Qualifications for the Entrepreneurship and life skills specialist:

The Entrepreneurship and life skills specialist should possess documented experience in entrepreneurship, life skills development, and curriculum design. The following qualifications are sought to ensure the effective integration of these essential components into TVET curricula:

- Educational Background:
 - A BA master's degree or higher in Entrepreneurship, Business Administration, Education, or a related field.
- Entrepreneurship and Life Skills Proficiency:
 - Demonstrated experience in entrepreneurship concepts, strategies, and practices, with a track record of successful entrepreneurial engagement in entrepreneurial education.
 - A solid understanding of life skills development and its role in equipping individuals with essential personal and professional competencies.
 - Experience in preparing and designing business plans, evaluating them, and linking them to the needs of the labor market and the private sector

- Curriculum Development Skills:
 - Proven ability to design and develop curriculum content that effectively integrates entrepreneurship and life skills topics, aligning with educational objectives and sectors demands.
 - Experience in creating engaging and interactive learning materials, activities, and assessments.
- TVET Experience:
 - Experience in working within the TVET sector, with understanding of curriculum development, instructional methodologies and designs, and TVET pedagogies.
 - Familiarity with the integration of entrepreneurship and life skills components within TVET curricula.
 - knowledge of market trends, business innovation, and TVET demands, enabling the development of curricula that are responsive to the evolving needs of the job market and TVET relevancy.
 - Innovative and creative thinking to reflect entrepreneurial thinking into curriculum design.
 - Knowledge and familiarity with current entrepreneurship and soft skills training programs in TVETs
- Collaboration Analytical and Communication:
 - Strong collaborative skills to work effectively with cross- functional teams including faculty member, trainers, and relevant partners in curriculum development projects.
 - Strong written and verbal communication skills in English and Arabic for reports writing and collaborate effectively with stakeholders
 - Good analytical skills to assess the alignment of curriculum content with entrepreneurship and life skills objectives.

Application Process and Evaluation

Interested specialist (Individual specialist or a joint team for specialist) should submit:

a. Technical proposal including

- Detailed description of methodology including, the description of the assignment understating, the way to carry out the requested tasks: the approaches, techniques, tools,
- Timeframe for each phase with associated deliverables in days and consideration for each task.
- Experience profile and experience reference related to each main responsibilities addressed in the scope of work.
- Sample of similar previous assignments.
- List of team members along with their responsibilities, duties, level of interventions and efforts.
- Recent related CVs and assignment related, biography and profile /company related profile in case the application formed under company framework.

- b. **The Financial Proposal:** Financial proposal should be separated from technical proposals
- shall include budget break down indicating in details all the steps/ subtasks/ sub activities and required level of effort of the above-mentioned phases. including any anticipated expenses for the assignments
 - Below Table is indicative: Below Table is indicative, keeping in mind that pricing based on deliverables is a must

Deliverable	Subtasks	Level of Effort in Day	Daily rate in USD exclusive vat

General information

Starting Date:

The assignment is expected to start between December 2023 and January 2024. Schedule will be confirmed later with the winning specialist /s team.

Duration: Final timeframe will be confirmed later with the winning specialist /s team.

The estimated timeline for the assignment is expected to extend between December 2023 to May 2024 to finalize and submit the entrepreneurship module and soft skills modules.

Where it is expected to receive the modules outlines between (March- April 2024) and finalizing the modules material sources and guidelines by early (May 2024).

The contract based on this ToR could potentially be extended for the 2nd cohort TVETs based on the expert performance and program needs.

Duty Station:

Most of the tasks will be executed remotely, with some instances of interaction demanding onsite presence when applicable either at the BWF headquarters or partner offices. Mainly in the step where the expert needs to involve with the TCTs (one TCT per TVET institution) meetings to identify and validate in-demand entrepreneurship and soft skills. As the TCTs include members from the TVET, PS, and youth, their meetings will be at their governorates (most likely at the partner TVETs).

Payment

- Payments will be scheduled in deliverables basis, based on acceptance of BWF of each deliverable. More details about payment terms, conditions and installments would be clear upon contracting.
- Submission an invoice or payment request and 10% taxes will be deducted.

Application Notes:

- To ensure the integrity of the procurement process and to ensure confidentiality of the financial information during the technical evaluation stage, the financial and the technical proposals must be completely separated and submitted in separate envelopes clearly marked on the outside of the envelopes. Otherwise, the offer will not be considered and will be dropped automatically.
- Interested applicants shall submit one hard copy and one soft copy (into sealed and stamped envelope) of the technical and financial proposal including all the above details with the following Title **“Entrepreneurship & Life Skills Specialist “to Business Women Forum- BWF, address in Al Bireh, Al Balou’, Al Fare bldg, 2nd floor NO later than 23rd December 2023.**
- **Evaluation of Proposals**
- BWF will evaluate the proposals based on the following criteria:
 - Experience in the requested assignments.
 - Quality of the proposed methodology.
 - Qualifications and skills.
 - Budget breakdown and financial proposal.
 - The evaluation considers a percentage of 70% for the technical proposal and 30% for the financial proposals. To ensure transparency, bid committee will start with the technical evaluation while the financial evaluation will be only for the best technical proposals.
- BWF reserves the right to reject any or all proposals and is not bound to give reasons for its decision.

Other General Notes:

- An Information Session about the RfP, ToR and to answer related questions will be conducted on **December 7th 2023 @10:00** am Jerusalem time via teams. Interested BSP should send email to the following email admin@bwf.ps , maximum by December 6th 2023 @4:00 pm to send them the meeting link.
- Price offers should be provided in USD excluding VAT bearing in mind that this project is VAT exempted.
- Applicants should be able to submit taxable invoice and valid tax deduction at source certificate.
- BWF has the right of cancelling the bid or changing any of the above-mentioned items.
- BWF has the right to split the bid on more than 1 applicant.
- The bid committee is not obligated to accept the lowest prices.
- Advertising costs in the newspaper / online platforms might be charged on the winning applicant.

The end