

Terms of Reference

Project	EDGE (Promoting Enrollment in Digital Global Economy)
ToR Number (Please refer to it when applying your offer)	EDGE/03/2022
Period of Performance	October – December 2022
Location	Palestine
Date of announcement	October 12, 2022
Title	Freelance Agency Model Expert

1. Background

Leaders International (LI) plans and delivers innovation and economic development interventions with a particular focus on private-sector development, entrepreneurship, job creation, digital transformation, and access to markets. The organization manages a multi-million active portfolio of grants and service contracts to ensure the economy's access to the necessary means and resources for development and economic prosperity. Through its projects, LI leverages its expertise in research, strategy, and management to provide its beneficiaries with sustainable technical and financial assistance, and build their capacity and resilience to adapt to different economic challenges.

2. Project Background

Promoting Enrollment in the Digital Global Economy (EDGE): funded by The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), EDGE aims to create new income opportunities for unemployed Palestinians through a two-pronged approach: developing Palestinian entrepreneurial capacities and advancing freelancing agencies to unlock the sector's full economic potential and increase employment among qualified women and youth. Through this project, we work towards creating equitable jobs and opportunities for youth and women to develop a sustainable and resilient model for the future of work.

3. Objective

The objective of this activity is to conduct a specialized training programme covering three modules for the staff of selected incubators for partnership. Each training module will be rolled out over a 3-day training period.

With the purpose of disseminating Leaders International's freelance agency model and providing incubators with the skillset needed to replicate it in future activities, the second module will cover the freelance agency model.

4. Scope of Work

- **Delivery of a 3-day training module on LI’s freelance agency model**
 - **Description:** the consultant is expected to develop comprehensive training material covering Leaders International’s Freelance Agency Model. Training material will include presentations and written content. The training will be delivered to staff members of partner incubators in accordance with their time and availability. Once the training concludes, the consultant is expected to submit a report of their work.
 - **Target Audience:** staff members of up to 12 incubators
 - **Training Language:** Arabic/English
 - **Duration:** 3 training days
 - **Venue:** Online-based

- **Expected Timeline & deliverables:** The consultant is expected to adhere to the timeline specified below, submitting all deliverables and supporting documents as indicated. However, the timeline and list of deliverables are subject to change if requested by the Project Coordinator.

	2022		
Month	Oct	Nov	Dec
Action			
Training Outline Submission			
Development of training material			
Conduct Training			
Submit training report and deliverables			

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Activity	Expected Deliverables
Development of training material	Submit training outline and receive approval from the project staff
	Submit written training material + PowerPoint Presentations
Conduct training	Deliver a 3-day training module on incubation management skills to staff members of partner incubators. Supporting documents: sessions screenshots, recordings, attendance sheets, meeting minutes, and any other relevant documents
Submit final report and deliverables	Submit all reports and deliverables

5. Non-functional Requirements

- All content (images, videos, etc.) used in the training material must be **copyrighted**
- All templates, presentations, or documents produced must adhere to the **communications and visibility guidelines** of the donor.

6. Qualifications Required

The applicant shall have extensive experience in delivering trainings related to freelance agency creation, and shall have the following qualifications

- At least a BSc degree in a relevant field.
- Proven minimum of 3 years of experience in digital work and online freelancing.

7. Documents to be submitted

The application must contain the following documents:

1. Technical proposal
2. Financial Offer (in English).
3. Resume.

Please submit all required documents to procurement@leadersinternational.org no later than October 19, 2022 **in EUR Currency**.

FINANCIAL OFFER FORM FOR

EDGE (Promoting Enrollment in Digital Global Economy) Project

Please fill in the table below and submit it along with your CV or company profile

To: procurement@leadersinternational.org

Name of subject: **EDGE/03/2022 - Freelance Agency Model Expert**

First Name, Last Name	
Address	
Mobile	
E-mail address	
Nationality (for tax purposes)	
Expected daily rate in EUR	