

## Terms of Reference

<b>Project</b>	Promoting Enrollment in Digital Global Economy
<b>ToR Number (Please refer to it when applying your offer)</b>	EDGE/02/2024
<b>*Period of Performance</b>	July 2024 - December 2024
<b>Location</b>	Palestine
<b>Date of announcement</b>	July 9, 2024
<b>Activity Title</b>	Freelance Work Training Specialist(s)

\*Level of effort is to be determined upon selection of the expert(s)

### I. 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.

### II. 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.

### III. Objective

The expert(s) will develop and conduct awareness sessions and skills development workshops at Palestinian universities to promote freelancing as a viable income-generating opportunity for students.

### IV. Scope of Work

#### 1. Design and Develop Workshop Content:

- Create comprehensive training materials focusing on key freelancing skills such as project management, marketing, financial management, and client communication.
- Incorporate case studies and practical examples to illustrate successful freelancing practices.

2. Conduct Skills Development Workshops:
  - Collaborate with partner universities to organize and deliver a series of skills development workshops.
  - Conduct up to six workshops: three at each of the two universities.
  - Engage guest speakers with relevant freelancing experience to provide additional insights and expertise.
  - Facilitate interactive and engaging workshop sessions to ensure active student participation.
  - Provide hands-on training and exercises to help students apply the skills learned during the workshops.
  - Foster an environment that encourages questions, discussions, and networking among participants.
3. Evaluate and Report:
  - Assess the effectiveness of the workshops through feedback surveys and participant evaluations.
  - Compile an activity report on the workshops conducted.

#### **V. Expected Deliverables**

The expert(s) are expected to submit deliverables associated with their SoW, along with any additional documents as requested by the project team in later stages based on the nature of their work. Deliverables include, but are not limited to, the following:

- Detailed workshop plan, including content outline and schedule.
- Development of training materials and resources for the workshops.
- Successful execution of up to six skills development workshops across two universities.
- Participation and contribution of guest speakers in the workshops.
- Activity report on the workshops' impact and outcomes, including participant feedback and recommendations.

#### **VI. Qualifications Required**

The expert(s) shall have extensive experience in the regional entrepreneurship and startup ecosystem, and shall have the following qualifications:

- Advanced degree in Business Administration, Marketing, Education, or a related field.
- Minimum 5 years of experience in freelancing, training, or skills development.
- Proven experience in designing and conducting workshops and training sessions.
- Strong knowledge of project management, marketing, financial management, and client communication.
- Excellent communication and presentation skills.
- Familiarity with the freelancing industry and digital work trends.
- Proficient in English and Arabic.

#### **VII. Documents to be submitted**

The application must contain the following documents:

- Financial offer based on daily rate (attached to this ToR)
- Company profile or CV (individual consultants)

**VIII. Taxes and other Terms:**

- The offer should be including VAT;
- For individual consultants, Applicable tax laws apply.

Please submit all required documents to [procurement@leadersinternational.org](mailto:procurement@leadersinternational.org) no later than July 23<sup>rd</sup> 2024 **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](mailto:procurement@leadersinternational.org)

Name of subject: **EDGE/02/2024 - Freelance Work Training Specialist(s)**

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