

## 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/04/2024
<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>	Workshop Facilitator

\*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 play a key role in designing, coordinating, and facilitating workshops and awareness sessions at partner Palestinian universities. These activities are designed to equip students with the necessary skills and knowledge to engage in freelance work and participate in the digital global economy. The expert(s) will be responsible for supporting the successful delivery of skills development workshops and awareness sessions, aimed at promoting freelancing as a viable career option for students. They will also ensure the smooth execution of events, engage participants, and provide support in achieving the overall project objectives.

#### **IV. Scope of Work**

##### **1. Workshop Coordination and Facilitation**

- Collaborate with the project team, experts and partner universities to organize and deliver a series of up to six skills development workshops.
- Ensure that the workshops cover critical freelancing skills, such as project management, marketing, financial management, and client communication.
- Engage guest speakers with relevant experience in freelancing to provide additional insights and practical knowledge.
- Facilitate interactive, engaging, and participatory sessions to maximize student involvement and learning outcomes.
- Assist the experts in facilitating and coordinating the awareness sessions at different Palestinian universities to promote the freelancing program.
- Assist, if required, in developing comprehensive training materials for the workshops, focusing on practical freelancing skills.

#### **V. Qualifications Required**

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

- A degree in Business Administration, Marketing, Education, or a related field.
- Experience in workshop facilitation and skills development, preferably in the context of freelancing or entrepreneurship.
- Strong knowledge of freelancing platforms and key skills required for success in the digital economy.
- Experience working with university students and youth, particularly in an educational or training capacity.
- Familiarity with the Palestinian context, especially regarding youth and employment challenges.
- Proficiency in Arabic and English.

#### **VI. 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)

#### **VII. 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/04/2024 – Workshop Facilitator**

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