

## Terms of Reference

### Soft Skills Trainer

## Education to Work Transition Project Quality Improvement Fund (QIF)

### INTRODUCTION

Soft skills trainer will be hired under the project entitled “**Development of Medical Devices Engineering Curriculum and Laboratories at the Faculty of EIT – (Med-Cal)**”, which has been funded by the World Bank through Palestinian Ministry of Higher Education and Scientific Research under the project named “Education to Work Transition Project-additional financing Quality Improvement Fund (QIF)” which is administrated by Projects Coordination Unit “PCU”, branched out of the ministry.

### BACKGROUND

“Education to Work Transition Project-Additional Financing- Quality Improvement Fund (QIF)” mainly aims at enhancing Palestinian youth’s transition from education to work through reducing the gap and strengthening the linkage between Tertiary Education Institutions “TEIs” and private sector employers.

The Faculty of Engineering and Information Technology at Al-Azhar University-Gaza won a QIF fund for a project entitled “**Development of Medical Devices Engineering Curriculum and Laboratories at the Faculty of EIT – (Med-Cal)**”, and is implemented within 36 months starting from 1st of October, 2018. The Faculty of EIT and its partners (Al-Quds Hospital-Palestine Red Crescent Society (PRCS), Al-Amal Hospital – KhanYounis-PRCS, El-Wafa Medical Rehabilitation and Specialized Surgery Hospital, InterMed-Pal Company, and Medical Supplies and Services (MSS) Company) collaborate to achieve the objectives of the project. The funded project is a technical oriented program that aims to develop the Medical Devices Engineering (MDE) academic curriculum at the faculty of Engineering and Information Technology EIT and provide a suitable educational environment consisting of advanced laboratory resources and high-skilled academic staff. The project concerns to build training models, develop some courses, hire experts and consultants; and offer hand-on learning experience for the students enrolled in the MDE. Besides, it aims to improve the skills and the technical knowledge of the professionals at the private sector to be able to provide better service.

## **OBJECTIVE AND SCOPE OF THE WORK**

### **Assignment Objective**

The faculty of EIT at Al-Azhar University Gaza, Palestine is considering the selection of a professional and highly-qualified trainer to develop and deliver a training of "soft skills (Effective verbal and written communication, organization, team work, TOT, always punctual, critical thinking, social skills, creativity, problem solving, empathy, cooperation, body language, etc....) for developing the capacity and abilities of the Medical Devices Engineering senior students.

The selected trainer will be responsible for but not limited to the following tasks:

- Develop an action plan for conducting the training mission. This includes the main topics to be covered, and the types of evaluation methodologies will be used.
- Develop, design, and submit an effective detailed training material with the required format, supported with necessary photos, graphs, and shot screens.
- Deliver 30 hr. level of effort of the approved course material to the target group (Senior Students) as well as helping them to utilize efficient methodologies in the working field.
- Conduct a pretest and posttest regarding the mentioned course.
- Following all the guidelines of AL-Azhar University with respect to attendance commitments, and so on.
- Performing other duties as may be assigned by the project manager concerning the training.
- Provision of detailed report of the implemented tasks and associated deliverables.
- Deliver a final version of the training material after conducting the course with all suggested amendments during the course for approval.

**Note: All required tasks and responsibilities are included within the cost of delivered training hour.**

### **DELIVERABLES**

- A detailed action plan including methodology, time frame, and the main activities of the process of delivering the required course.
- A final version of the training material after conducting the course with all suggested amendments during the course.
- 30 hr. level of effort of the approved course material to the target group (Senior Students) as well as helping them to utilize efficient methodologies in the working field.
- A pretest and posttest regarding the mentioned course

- A final comprehensive report showing all implemented stages, development, findings, evaluations and recommendations.

**Note: (The project team approval on the submitted deliverables is a must)**

## **REQUIRED QUALIFICATIONS, EXPERIENCE, AND EDUCATIONAL BACKGROUND:**

This call for consultancy is **only** open for individuals who have the following qualification and experiences:

- At least Master Degree in Public Relations, Engineering, Administration, or any related discipline from a recognized university.
- Proven previous work experience in conducting similar assignments.
- Three years' minimum proven previous experience in training sector.
- Ability to utilize different teaching/training methods to easily develop the skills in the field.
- Fluency in English and Arabic.
- Large autonomy; high flexibility and adaptation capacities to the contexts and environment, solution-oriented.
- Highly qualified in communication and reporting skills.
- Ability to comply strictly with deadlines and work in a timely manner.

**TIME FRAME:** The expected level of effort is (30 hr.) within the period 20 April, 2021 till 20 May, 2021.

**THE SUGGESTED DAY OF STARTING:** 20/04/2021

**DUTY STATION:** Al-Azhar University Gaza – Palestine.

**CONTRACT TYPE:** Lump Sum Contract.

**NUMBER OF Trainers:** One trainer is needed for this position.

**To Apply:** Interested and qualified candidates to fill the online application on Al-Azhar University – Gaza jobs portal through the link below:

<http://www.alazhar.edu.ps/arabic/EmpAffairs/Instr.asp>

All applicants must **SUBMIT BY HAND** the following document (English Only) to **Employee Affairs Unit at Al-Azhar University - Gaza** no later than **1<sup>st</sup> April, 2021**:

1. Latest CV.
2. A cover letter.
3. Certificates (Certificate accreditation from MOHE for International certificates).
4. Action plan including the related main activities to mentioned training course that can be prepared by you.

Incomplete or missing information or documentation and evidence of experience as requested above, may exclude you from further consideration.

The selection process follows World Bank recruiting policies and procedures. Only shortlisted candidates will be contacted for an online interview.