Terms of Reference For: Consultancy

Position/Service Title: Consultant – Rapid Youth Employability Assessment

Project Name: Rapid Employability Assessment (for youths in Lebanon and Jordan)

Location: Lebanon or Jordan (Remote work)

1. ABOUT SEENARYO

Participatory theatre and play can transform an individual's sense of agency. They gain the power to shape their own narrative and expand what is possible, individually but also through collective action. Working in Lebanon, Jordan, Palestine and Syria, Seenaryo uses theatre and play to support people to heal, lead and learn. We co-create performances with under-served communities, train future leaders and transform classrooms through play.

2. PROJECT OBJECTIVES & SCOPE

Objective:

To conduct a rapid employability pathways assessment that identifies market opportunities, sector demand, promising employment models, realistic employment pathways for graduates, and potential partnerships and co-investment opportunities relevant to Seenaryo.

Scope of Work:

The consultant will undertake a 23-day research and assessment process, combining an inception meeting and desk review, development of a rapid employability assessment tool, key informant interviews (KIIs), partnership and co-investing analysis, employability pathways design, and a final research assessment. Where relevant, the consultant may use KIIs already identified or conducted by Seenaryo Programme Managers (PMs).

The assignment will cover the following work packages:

1. ***Inception Meeting & Desk Review – 5 days:*** Conduct the inception process and desk review, producing a concise analysis highlighting market opportunities, sector demand, promising employment models, and implications for Seenaryo.
2. ***Rapid Employability Assessment Tool – 2 days:*** Develop a rapid employability assessment tool, integrated into the inception process.
3. ***Key Informant Interviews – 4 days:*** Conduct KIIs to validate desk-review findings and identify realistic employment pathways. Existing KIIs that Seenaryo PMs can collate may also be incorporated.
4. ***Partnerships & Co-investing Analysis – 3 days:*** Develop a typology of potential partners according to readiness (high, medium, low), considering their potential to host fellows, recruit facilitators, co-finance salaries, provide mentorship, support internships, and commission freelance facilitators.

5. ***Employability Pathways Design – 4 days:*** Develop a draft pathways framework covering employment, fellowship, freelance, entrepreneurship, and education pathways. This may be presented as a presentation and brief and will be integrated into the final research assessment.
6. ***Final Research Assessment – 5 days:*** Consolidate findings and recommendations into a final research assessment document and final presentation.

3. DELIVERABLES & KEY MILESTONES

The following outputs constitute the proof of delivery for the consultancy.

NO.	Work package	Days	Deliverable / Proof of Delivery	Integration / milestone
1	Inception Meeting & Desk Review	5	Concise desk review highlighting market opportunities, sector demand, promising employment models, and implications for Seenaryo.	Feeds into assessment tool, KIIs and final assessment.
2	Assessment Tool	2	Rapid Employability Assessment tool developed.	Integrated into the inception process.
3	KIIs	4	Summary of findings from KIIs validating desk findings and identifying realistic employment pathways.	May incorporate KIIs collated by Seenaryo PMs.
4	Partnerships & Co-investing Analysis	3	Partner typology by readiness (high/medium/low) and matrix covering fellowships, facilitator recruitment, salary co-financing, mentorship, internships and freelance commissioning.	Integrated into final research assessment.
5	Employability Pathways Design	4	Draft pathways framework covering employment, fellowship, freelance, entrepreneurship and education pathways.	May be presented as a presentation and brief; integrated into final assessment.
6	Final Research Assessment	5	Final presentation and final research assessment document of findings.	Final consolidated output.

Total consultancy input: estimated 23 working days.

4. TIMELINE & LOGISTICS

- **Implementation Period:** 23 working days, to be completed by the end of January 2026.
- **Frequency:** The 23 days are distributed across the six work packages above. Exact sequencing and dates should be agreed with Seenaryo at the inception meeting.
- **Location:** To be agreed with Seenaryo according to the requirements of the research and KIIs.

- **Coordination:** The consultant will coordinate with Seenaryo and may draw on KIIs or information that Programme Managers are able to collate.

5. COST & PAYMENT BASIS

The consultancy is budgeted for a total of 23 working days, based on Seenaryo's estimations of the work plan. When sharing their financial and technical proposal, applicants should state their proposed no. of days (in case this differs to the above plan), daily rate, and total consultancy fee. Please note we are unable to exceed a budget of USD 6,900.

Cost item	Suggested days	Suggested daily rate	Total budget available
Consultancy	23 days	USD 300	USD 6,900

6. REQUIREMENTS FOR SUBMISSION

Applicants should submit the following via this google form as part of the procurement process:

- **CV**
- **Proposal:** a financial and technical proposal, alongside a plan for the delivery of the tasks
- **Application Deadline:** 4 December 2026, at 10:00 PM Lebanon time (11:00 PM Jordan time)