

**College of Intermediate Studies- AlAzhar**  
**'Enhancing the Competencies of the Graduates of Design and Editing**  
**Program towards Freelancing' Project**  
**Terms of Reference**  
**Internship Manual Development Consultant**

## **Introduction**

College of Intermediate Studies- AlAzhar (CIS) has received a grant from the Quality Improvement Fund (QIF) - Education to Work Transition Project/Additional Financing - Ministry of Education and Higher Education and funded by the World Bank for the project entitled: "*Enhancing the Competencies of the Graduates of Design and Editing Program towards Freelancing*". This project aims to develop a comprehensive work-based program (2 years diploma) in Design and Editing specialty that capable of graduating qualified cadres at freelancing work. Accordingly, CIS seeks the selection and employment of **an internship manual development consultant** to work in project implementation.

## **Assignment Objective**

CIS is now considering the selection of a qualified local expert to prepare the above mentioned internship (Field Training) manual in order to act as a guide for the following parties: the trainers at labor market, the interns and the internship supervisors; as it should clarify the roles, duties and responsibilities of the above mentioned internship parties.

## **Main Tasks and Responsibilities**

Targeting "Design and Editing" program, the consultant will be responsible for, but not limited to the followings:

- Conduct the internship needs assessment workshop with academic staff and labor market representatives.
- Review and analyze the internship need assessment output.
- Prepare the content of the internship manual to be aligned with needs assessment output and the labor market-driven developed curriculum.
- Provide internship procedures, required resources and assessment criteria.
- Conduct verification workshop to present the content of the internship manual and get feedback (verify the internship manual).
- Update the content of internship manual based on the results of verification workshop.
- Develop and conduct a training program for internship supervisors to be able to provide a well-designed internship process to the students.

## **Deliverables**

- A.** Internship manual for "Design and Editing" program, this manual should be in Arabic and it will contain at least the followings;
- Introduction to Internship (background, objectives,..)
  - Detailed and comprehensive explanation of the internship parties roles in the internship process.
  - Specific and detailed presentation of internship procedures.
  - Guidelines for each party to know the best practices of the internship process.
  - Sample forms of the following:
    - ✓ Internship Agreement
    - ✓ Internship Plan
    - ✓ Monthly Internship Report and Time Sheet
    - ✓ Internship Cumulative Hours Summary
    - ✓ Visitation/Communication Summary
    - ✓ Intern's Evaluation for the Internship Courses
    - ✓ Intern Evaluation by Site Mentor/Trainer
    - ✓ Intern Evaluation by Internship Supervisor
    - ✓ Any other forms as may be necessary
- B.** Training Program
- Four training hours targeting the internship supervisors to be able to provide and mentor well designed internship process to the students.
- C.** End of mission report, this report should be in English and it will include a detailed description for tasks above.

### **Essential Required Qualifications:**

- This call for consultancy is **only** opened for individuals.
- At least a Master Degree in Education, Engineering, Information Technology, Management or any related field.
- Good experience in internship field in higher education institutions.
- Proven experience in conducting consultancy services.
- Professional reporting skills in both Arabic and English languages.
- Excellent interpersonal communication and presentation skills.
- Sense of initiative and ability to work effectively within a team and under pressure.

### **Level of Effort and Time Frame:**

From November 2019 to January 2020 with a total level of effort from the consultant of about 20 man-days. November 2019 is the suggested starting date of the activity, which would give the opportunity to deliver the benefits of the activity to the targeted groups and integrate with other activities of the project resulting in the best results.

**Contract Type:** Lump sum contract

### **Application Process:**

Interested consultant is invited to send his CV together with work plan (in English) via email to: [edesign@cis.edu.ps](mailto:edesign@cis.edu.ps) indicating the position (Internship Manual Development Consultant) in the subject line.

**[Deadline: Sunday, October 27<sup>th</sup>, 2019 10:00 AM](#)**