

## College of Intermediate Studies- AlAzhar

### “Enhancing the Competencies of the Graduates of Design and Editing Program towards Freelancing” Project

#### Terms of Reference

#### Graphic Design Internship Supervisor

### 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 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. The project is implemented in partnership with Palestinian Information Technology Association of Companies (PITA). Accordingly, CIS seeks the selection and employment of **Graphic Design Internship Supervisor** to work as part of the internship supervisor team responsible for conducting In-house internship course for “Design and Editing” students. Internship course will be implemented at CIS through applying simulation mechanism of the labor market environment. The internship supervisor will be responsible for enhancing the technical and freelancing of the students in addition to the team working skills.

### Assignment Objective

This assignment seeks to help CIS in implementing the internship course for the students of “Design and Editing” program. This task falls within the project objective of improving the practical skills of “Design and Editing” students to match the labor market tasks in the field of Graphic Design. Accordingly, this will enhance the technical competitiveness and the employment capabilities of the students.

### Main Tasks and Responsibilities:

The internship supervisor will be responsible for the following tasks:

- Preparing the detailed internship plan for conducting internship course in the field of Graphic Design at CIS through applying simulation mechanism of the labor market environment. This includes objectives, expected outcomes, timeframe, the internship methodology, and the labor market tasks to be achieved.
- Developing the detailed description of the simulated labor market tasks in the field of Graphic Design according to the students’ levels. These described tasks will be delivered to the project’s staff prior to conducting the internship.

- Implementing 42 internship hours for the students on the agreed tasks, the internship sessions could be face-to-face sessions.
- Evaluating of the students' achievements during the internship course.
- Submitting the detailed report of the implemented tasks and associated deliverables.

## **Deliverables:**

Trainer has to deliver the following:

1. The detailed internship plan for conducting internship course in the field of Graphic Design at CIS through applying simulation mechanism of the labor market environment. This includes objectives, expected outcomes, timeframe, the internship methodology, and the labor market tasks to be achieved.
2. The detailed description of the work tasks in the field of Graphic Design according to the students' levels. The work tasks are simulated the actual business tasks from the labor market. Moreover, the description of these work tasks will cover the technical and freelancing of the students in addition to the team working skills. Additionally, these described work tasks will be delivered to the project's staff prior to conducting the internship.
3. A successfully delivered internship course in Graphic Design consisting of 42-hours intensive internship course target the students to implement the agreed tasks.
4. The evaluation for students' achievements during the internship course.
5. Final report including the implemented tasks, the developed work tasks and the associated deliverables. This report should be in English language.

## **Essential Required Qualifications:**

- This call for consultancy is only opened for individuals.
- At least Intermediate Diploma degree in Information Technology, Computer Science, Computer Science, Multimedia, Engineering or any other related fields.
- At least Two years of good experience in the field of Graphic Design.
- At least Two years of good experience in the field of Freelancing and self-employment.
- Good experience as a trainer/supervisor in relevant fields, at least delivering 120 training/supervising hours.
- 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 August 2021 to September 2021 with a total level of effort from the internship supervisor of about 42 working hours. August 2021 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.

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

**Contract Type:** Lump sum contract

### **Application Process:**

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

**[Deadline: Wednesday, August 11<sup>th</sup>, 2021 09:00 AM](#)**