

Terms of Reference (ToR)

RET Research Assistant

(Research, Evaluation, and Technical Support)

Tatweer Baladna (TB), **Project Partner of the DigitalLife4All Project (Interreg NEXT MED Programme)**, is looking to contract a **RET Research Assistant** (Research, Evaluation, and Technical Support) as part of **the “DigitalLife4All” project**.

The RET Research Assistant will provide structured research, analytical, and technical support across multiple project Work Packages, contributing to needs assessments, stakeholder analysis, training framework development, monitoring of implementation activities, and evidence-based policy and capitalization outputs. The assignment requires strong research and data analysis skills, experience in donor-funded or EU-funded projects, and the ability to produce high-quality, audit-ready research inputs aligned with Interreg NEXT MED requirements and project timelines.

1. Background

Tatweer Baladna is a Lebanese non-profit organization founded in 2017, committed to empowering youth and adults through quality education, innovation, and soft and tech skills. The organization integrates **STEAM learning, digital literacy, green skills, and climate change resilience** to prepare individuals for a rapidly evolving world. Its programs focus on hands-on, project-based learning that promotes creativity, problem-solving, and environmental responsibility. Tatweer Baladna’s **employability and capacity-building programs** target both youth and adults, fostering **lifelong learning** and continuous upskilling. These programs emphasize job readiness, entrepreneurship, and essential soft skills such as leadership, communication, and emotional intelligence, while also developing competencies in

digital tools, financial literacy, and sustainability practices. Through its holistic approach, Tatweer Baladna equips individuals with the knowledge, mindset, and practical abilities to thrive in the digital and green economy by creating pathways toward meaningful employment and resilient, future-ready communities across Lebanon.

2. Project Overview

DigitalLife4All – An Adult & Lifelong Learning Initiative to Enhance the Digital Skills & Smart Competencies of Seniors, Older Adults, People with Disabilities & Persons in Vulnerable Social Groups in the Mediterranean Sea Basin

Programme: Interreg NEXT MED, co-funded by the European Union

Project Duration: 30 months (August 2025 – January 2028)

Lead Partner: Regional Development Fund of East Macedonia & Thrace (Greece)

Project Partners: Mindspark+ (Greece), University of Cyprus (Cyprus), Tatweer Baladna (Lebanon), North American Private University (Tunisia), Al-Balqa Applied University (Jordan), Ege University (Türkiye)

Reference Number: A_T_3.1_0121_DigitalLife4ALL

Total Budget : 2,806,358.006 €

EU Contribution : 2,497,658.625 € (89%)

DigitalLife4All aims to promote **inclusive digital transformation** across the Mediterranean. It provides **digital and lifelong learning skills** through community-based **Digital Skills Hubs** and **DigiOnTheGo units**. The project empowers participants to confidently access and use digital tools, enhancing employability, social participation, and resilience in the digital era.

Key Benefits and Impact:

- Empowering seniors, women, and people with disabilities to join the digital world.
- Building confidence, skills, and lifelong learning opportunities for all.
- Connecting communities across the Mediterranean through inclusion and innovation.
- Boosting employability and participation in the digital economy.
- Inspiring change toward a more inclusive and connected society.

Target Groups:

- Seniors and older adults learning to use technology.
- People with disabilities seeking digital access and inclusion.
- Women and youth from vulnerable or marginalized backgrounds.
- Local educators, trainers, and organizations driving digital empowerment.

2. Objectives of the Assignment

The overall objective of this consultancy is to provide research and technical support to Tatweer Baladna under the DigitalLife4All project, contributing to the timely and high-quality delivery of research-based outputs foreseen in the approved work plan, particularly those related to needs analysis, stakeholder mapping, training framework development, monitoring inputs, and policy-oriented deliverables.

Specific objectives include:

2.1. Support the preparation and consolidation of needs analysis and baseline research related to digital skills, lifelong learning, accessibility, and inclusion for target groups under the project.

2.2. Provide research and analytical inputs to relevant Work Packages, supporting the development of training frameworks, curricula, and learning methodologies.

2.3. Contribute to stakeholder analysis and mapping activities, including data collection, synthesis, and documentation.

2.4. Contribute analytical inputs to policy recommendations, summaries, and capitalization outputs based on project findings.

2.5. Ensure research contributions are aligned with the project timeline, deliverables, and quality expectations

3. Scope of Services and Main Tasks

The **RET Research Assistant (Research, Evaluation, and Technical Support)** will be responsible for providing **research, analytical, and technical support** throughout the implementation of the DigitalLife4All project. The assignment will contribute directly to the delivery of **research-based outputs and evidence inputs** foreseen in the approved project work plan and Gantt chart, particularly under **related Work Packages**.

The main tasks include, but are not limited to, the following:

3.1. Research Planning and Coordination

- Support the planning and sequencing of research activities in line with the project timeline and relevant Work Packages.
- Coordinate research inputs with the Project Manager and WP leaders to ensure alignment with approved deliverables.
- Contribute to the definition of research questions, data sources, and analytical focus areas linked to project objectives.

3.2. Needs Analysis and Baseline Research

- Support the preparation and consolidation of needs analysis and baseline research related to digital skills, lifelong learning, accessibility, and inclusion for the project's target groups.
- Conduct desk research and support field-level data collection activities as required.
- Compile, organize, and synthesize research findings to support project deliverables.

3.3. Stakeholder Analysis and Mapping

- Support stakeholder identification and mapping activities at national level.
- Contribute to data collection, analysis, and documentation related to stakeholder engagement.
- Provide analytical inputs to stakeholder-related deliverables foreseen under the project.

3.4. Support to WP3 – Training Framework and Curriculum Development

- Provide research and analytical inputs to the development of training frameworks, curricula, and learning methodologies.
- Support comparative analysis, best practices review, and evidence synthesis relevant to digital skills and lifelong learning.
- Assist in integrating research findings into training-related deliverables.

3.5. Monitoring Support and Evidence Collection

- Support the collection and organization of data and evidence generated through project implementation activities, including trainings, Digital Skills Hubs, and DigiOnTheGo units.
- Contribute to documentation of lessons learned, challenges, and emerging results.
- Support the synthesis of monitoring-related research inputs required for project deliverables.

3.6. Policy-Oriented and Capitalization Outputs

- Contribute analytical and research inputs to policy recommendations, summaries, and capitalization outputs foreseen under the project.
- Support the synthesis of findings, best practices, and evidence for knowledge-sharing and dissemination purposes.

3.7. Documentation and Knowledge Management

- Ensure systematic organization of research materials, datasets, references, and drafts.
- Support internal review processes and revisions of research-related deliverables.
- Maintain clear documentation to facilitate continuity and consistency across project phases.

3.8. Coordination and Reporting

- Coordinate closely with the Project Manager and relevant WP leaders.
- Participate in coordination meetings, validation workshops, and key project milestones as required.
- Provide regular updates on research progress in line with project needs.

4. Deliverables

The Consultant is expected to contribute to and support the delivery of the following research-related outputs, in line with the approved work plan and Gantt chart. The RET Research Assistant will provide **technical and analytical inputs** to these deliverables and will not be solely responsible for their final approval.

4.1. Needs Analysis and Baseline Research Inputs

Research inputs, data synthesis, and analytical notes supporting the project's Needs Analysis deliverable, including desk research, data consolidation, and contribution to drafting.

4.2. Stakeholder Analysis and Mapping Inputs

Research and analytical support to stakeholder identification, mapping, and documentation activities at national level.

4.3. Research Inputs to WP3 – Training Framework and Curriculum Development

Analytical contributions, evidence synthesis, and background research supporting the development of training frameworks, curricula, and learning methodologies.

4.4. Monitoring and Evidence Collection Outputs

Structured research notes, data summaries, and analytical inputs derived from training activities, Digital Skills Hubs, and DigiOnTheGo units.

4.5. Policy-Oriented Research Inputs

Research findings, analytical summaries, and evidence inputs contributing to policy recommendations, summaries, and related strategic deliverables.

4.6. Capitalization and Knowledge Synthesis Inputs

Contributions to the synthesis of results, lessons learned, and best practices for capitalization and final project outputs.

4.7. *Consolidated Research Documentation Package*

Organized research materials, datasets, references, and working documents supporting continuity across project phases and Work Packages.

5. Profile and Qualifications

Education:

- **Master's degree (required)** in Social Sciences, Education, Research Methods, Development Studies, Public Policy, Digital Transformation, Statistics, or another relevant research-oriented field.
- A PhD or ongoing doctoral studies is considered an asset.

Experience:

- **At least 3 years of professional experience** in research, evaluation, analytical support, or evidence-based project implementation.
- Demonstrated experience supporting **needs assessments, baseline studies, stakeholder analysis, training frameworks, or policy-oriented research.**
- Experience working with **International / EU-funded or donor-funded projects** is a strong asset.
- Experience in projects related to **education, digital skills, lifelong learning, inclusion, or social development** is highly desirable.
- Experience working across **multiple Work Packages or long-term projects** is an asset.

Skills:

- Strong research and analytical skills, including qualitative and/or quantitative methods.
- Excellent drafting and reporting skills, with the ability to synthesize complex information clearly.

- Ability to organize data, references, and research materials systematically.
- Strong coordination and communication skills with technical and non-technical stakeholders.
- Proven ability to work independently, manage multiple tasks, and meet deadlines.

Language

- Arabic Fluent in speaking, reading, and writing
- English Fluent in speaking, reading, and writing
- French Optional

Other requirements:

- MOF certificate is a must.
- Availability to work in coordination with Tatweer Baladna's team and relevant WP leaders.
- Availability to participate in meetings, validation workshops, and key project milestones as required.
- Strong commitment to quality, accuracy, and timely delivery of research inputs.

7. Contract Terms

- **Duration:** From **Month 7 to Month 24** of project implementation, corresponding to the period from **15 February 2026 to 14 August 2027**, for a total duration of **18 months**.
- **Compliance:** The assignment shall be implemented in accordance with the DigitalLife4All approved application form, Interreg NEXT MED Programme rules, and Tatweer Baladna internal procedures applicable to expert and research consultancies.
- **Contract Type:** This is a **consultancy contract**, not an employment contract. No employment benefits (such as social security, paid leave, or insurance) are

included. The Consultant will be responsible for their own taxes, social security, and insurance coverage.

- **Payment Arrangements:** The Consultant will be remunerated on the basis of an **agreed daily rate**. Payments will be made upon submission of **monthly invoices**, supported by approved **timesheets** indicating the number of working days effectively delivered and accepted by Tatweer Baladna.
- **Reporting Line:** The Consultant will report directly to the **Project Manager** and coordinate closely with the **WP3 Lead** and other relevant Work Package leaders, as well as Tatweer Baladna’s project coordination team.
- **Work Modality:** The assignment will be implemented on a hybrid and needs-based basis, with inputs provided in accordance with the project timeline, Work Package requirements, and agreed deliverables. On-site presence at Tatweer Baladna’s premises in Choueifat will be required as needed, particularly during key milestones such as needs analysis consolidation, validation workshops, stakeholder consultations, coordination meetings, and major reporting phases. Remote work will be permitted for desk-based research and analytical tasks.

8. Application Procedure

Interested applicants are invited to submit the following documents to careers@tatweerbaldna.org with the subject line:

**“RET Research Assistant (Research, Evaluation, and Technical Support)
DigitalLife4All Project”**

Required Documents:

- **Detailed Curriculum Vitae (CV)** outlining relevant research and analytical experience.
- **Technical Proposal** (maximum **3 pages**) demonstrating:

- Understanding of the DigitalLife4All project and Tatweer Baladna's role
- Proposed methodology and approach to providing research and technical support
- Alignment with key deliverables
- **Financial Proposal**, indicating the proposed hourly **rate in EUR**, inclusive of all taxes and costs.
- MOF Certificate

Deadline for Application:

Applications must be submitted by 10 February 2026 at 1:00 PM (Beirut Time).

Only shortlisted candidates will be contacted for an interview or clarification.

9. Evaluation Criteria

Criteria	Maximum Points
Technical Evaluation	
a. Academic Qualifications	10
b. Professional Experience (research, evaluation)	20
c. Skills and Competencies	20
d. Methodology and Approach	20
Financial Evaluation	
a. Financial Evaluation	30
Total	100

10. Equal Opportunity and Compliance

Tatweer Baladna is an equal opportunity employer committed to zero discrimination and safeguarding principles. This position is funded by the European Union under the Interreg NEXT MED Programme. The views expressed in this document do not necessarily reflect those of the European Union.