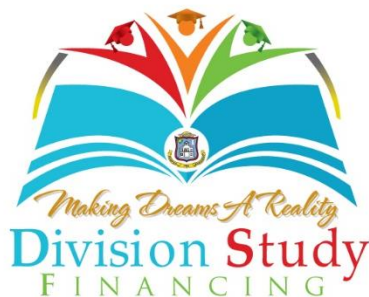




Terms of Reference

*Coordination and organization of
the 2022 preparatory workshops
for Study Financing recipients
(Netherlands)*

July 4 – 8, 2022



Soualiga Road #1, Pond Island, Philipsburg

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1. Background

On August 7, 2022, approximately 30 study-financing recipients of the Government of St. Maarten will be travelling to the Netherlands to pursue their higher education. These students are all graduates from the various high schools on St. Maarten with diverse social, cultural and academic backgrounds however; they are united in their quest to pursue higher education in the Netherlands.

Recent research has shown that students from the Dutch Caribbean encounter a lot of problems in the Netherlands, often affecting their academic performance.

Having to ask your roommates how the central heating system works, because you have never had to use one before. Not knowing that you have to push a button to open the train doors, because you have never travelled by train before. Suddenly realizing in early autumn that you still have to buy a coat and warm clothes, because you do not have any. Moreover, taking the bus everywhere, because you never learnt how to ride a bike. Having lived all your life on a small tropical island in the Caribbean, students often times find themselves in some awkward situations as a student in the cold, densely populated Netherlands.

Though some of these situations may seem amusing or harmless, they often point to larger problems.

The aim of the preparatory workshops are to prepare students to live and study in the Netherlands.

2. Objectives

The objective of the preparatory workshops is to prepare students to be academically successful in the Netherlands by:

- Providing information and resources that will facilitate a smooth transition from St. Maarten to the Netherlands and allow students to make informed and appropriate academic plans and healthy social choices;
- Providing a framework for success through the communication of expectations, norms and standards.

3. Scope of Services

- Recruit competent and professional facilitators for the various workshops;
- Organize and coordinate preparatory workshops for new study financing recipients in St. Maarten from July 4 – 8, 2022.
 - The workshop topics and a brief summary:
 - [Dutch Study Culture – SXM vs. NL Lifestyles](#): *The aim is for students to be mindful of the difference between the study culture in St. Maarten and the Netherlands. Include information on the academic program set-ups and conditions (MBO, HBO, WO).*

- [Social Skills – Communication \(Language\)](#): *The aim is to provide students with the necessary social-and communication skills needed to live and study in the Netherlands.*
 - [Student Academic Accountability](#): *The aim is informed students their rights and responsibilities as a student taking into account the high level of independence they will have during their studies.*
 - [Survival Skills](#): *The aim is to provide students with knowledge and skills needed to to survive or be successful in challenging environments.*
 - [Dutch Rights & Obligations \(Legal\)](#): *The aim is to inform students of their rights and obligations (fines, insurance, paying bill, credit, financing phones, etc.) in the Netherlands.*
 - [Introduction to Life in the Netherlands – Living Essentials \(Study Cities Breakdown\)](#): *The aim is to introduce students to life in the Netherlands and have a breakdown of the living essentials per city.*
 - [Insurance Information](#): *The aim is to inform students of their study insurance benefits as well as the process should they need to upgrade their insurance (due to work etc.)*
 - [Budgeting \(& Banking Options\)](#): *The aim is for students to be aware of budgeting their Study Financing and DUO funding (for rent, school, groceries, transportation etc.), and various bank options for opening an account.*
 - [Strategies for Academic Success in NL](#): *The aim is to provide best methods and strategies for successfully completing their study. This pertains to preparing for their classes, exams, individual and group projects etc.*
 - [Academic Success on MBO Level](#): *This workshop is aimed at preparing MBO students for their program structure and succeeding therein.*
 - [Do's, Don'ts & Dangers of life in the Netherlands](#): *The aim is to make students aware of an appropriate social life, certain cities/areas that are dangerous, the topic of substance abuse, and any information relevant to the topic.*
 - [Home Life & Maintenance - Cleaning & Cooking Skills](#): *The aim is to provide students with tips on maintaining a healthy and clean living environment, basic cooking skills, and basic grocery budgeting and recipes for students that may not know how to cook.*
 - [Goal Setting & Self-Management](#): *The aim is to give students the tools needed to set and complete their academic and personal goals. Also tools on how to take care of their 'self' while abroad and dealing with (possible) isolation.*
 - [Parent Meeting](#): *The aim is to provide parents with information they will need to know that can assist in their support of the students.*
- Prepare the materials/handouts/etc. for the workshops;
 - Arrange snacks and refreshments for students and facilitators;
 - Arrange appropriate venues for the various workshops;
 - Prepare a schedule for the workshops;
 - Ensure that the workshops are dynamic, informative and interactive and that the participants are evaluated;

- Maintain an attendance registry.

4. Timeline

All logistics, products, plans and document should be in place before June 24, 2022 for the preparatory workshops.

5. Products to be delivered

Well-organized, informative, and successful preparatory workshops for new study financing recipients, which are interactive, dynamic, and keep the interest and motivation of the students. The preparatory workshops must include, but not be limited to, all the services listed under point 3.

6. Profile of the Provider

- Thorough knowledge, understanding of, and experience with organizing event and activities;
- Thorough knowledge and understanding of the problems and challenges students from the Dutch Caribbean encounter in the Netherlands;
- A vast network of contacts and connections to organizations and students in the Netherlands;
- Knowledge of the St. Maarten cultural traditions;
- Ability to work independently with a solution oriented approach;
- Good communications skills;
- Ability to provide dynamic and interactive speakers for the workshops.

7. Procedure

Parties interested in executing this assignment are requested to submit a quote and a detailed proposal before May 27, 2022. The actual costs related to this event should not be included in this quote. The proposal should include, but not be limited to, how the assignment will be executed, which methodologies will be used and the timeline.

The Division Study Financing may contact the consultant for more information. A consultant will be selected to execute the assignment before June 3, 2022.

Payment will be made after fulfillment of the following conditions:

- The Ministers of ECYS approve the proposal submitted by Division Study Financing;
- A contract with respect to the abovementioned tasks has been signed by all parties;
- The products as described have been delivered, verified and approved by Division Study Financing.