

ABOUT

The TOKTEN concept is a global UNDP mechanism for tapping on expatriate nationals, who had migrated to other countries and achieved professional success abroad, and mobilizing them to undertake short-term consultancies in their countries of origin, under UN aegis.



Ministry of Public Works and Transport; geotechnical training

The TOKTEN approach is regarded as an added dimension of technical cooperation, which contributes to reducing the adverse effects of "brain-drain", with several advantages as such as the shared language and traditions, relatively low cost and speed of implementation.

The TOKTEN program is based on a spirit of volunteerism, which means that TOKTEN volunteers are not paid direct salaries but are entitled to roundtrip air ticket and a daily subsistence allowance (DSA).



Ministry of Tourism: Reactivation of tourism regional offices

In the case of Lebanon, TOKTEN demonstrated its relevance due to the large number of highly skilled Lebanese professionals that migrated and settled abroad in the past years, and due to the country needs of all the advanced skills and high level capabilities it can mobilize.

The TOKTEN project is implemented in full coordination with the Council for Development and Reconstruction.

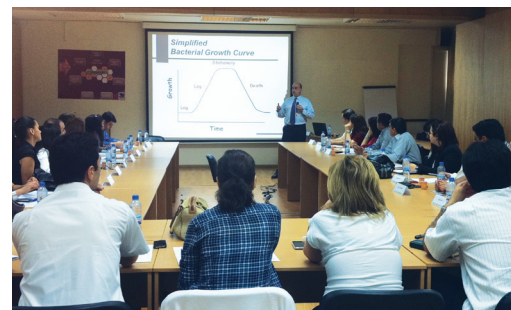
INFORMATION FOR INSTITUTIONS

How to request a TOKTEN mission?

This demand driven process is focused towards satisfying developmental needs of the involved partners within the Lebanese context.

Applicant institutions are requested to submit a request to the TOKTEN project in which they provide information on mainly their own activities, problems awaiting solutions, as well as a detailed work plan.

For each consultancy detailed terms of reference (TOR) are prepared by the recipient institutions (and eventually amended once the TOKTEN volunteer is found).



Ministries of Agriculture, Industry, Tourism, Health and LARI food; safety training

- The TOR should precisely identify the problem the organization wishes to address and clearly spell out the objectives of the proposed consultancy or cooperative arrangement and how your organization expects to benefit from it.
- The TOR includes the exact role of the consultant and required services, the schedule of lectures, presentations, demonstration and training, requirements for documentation and/or equipment to perform the consultancy.
- The TOR should also reflect the desired qualifications of the consultant, the name/designation of the counterpart staff who will work with the consultant, the time frame, the expected outputs and for profit making/financially capable institutions the level of cost sharing contributions they are ready to commit.

INFORMATION FOR CONSULTANTS

A roster is continuously upgraded with more Lebanese expatriates willing to offer their services. A special effort is made through this project to identify and recruit expatriate professional Lebanese women to serve as TOKTEN volunteers.



Public hospitals: critical incidence stress management; (CISM) training

CAUTION:

Registering in TOKTEN database as a candidate does not guarantee that the applicant will eventually engage in a mission. The applicant will be contacted only if an appropriate opportunity arises.



Ministry of Economy and Trade: capacity building on food safety inspections

Professionals interested in serving as TOKTEN volunteers are invited to fill out the online registration form at www.toktenlebanon.org

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Beirut 2011 5211 Lebanon, P.o.Box 11 - 3216
www.toktenlebanon.org, ariane@toktenlebanon.org

PROCEDURE

Upon completion of their assignments, TOKTEN volunteers are required to submit a detailed report describing his/her work and achievements based on TOR. The report also includes:

- Evaluation of activities undertaken
- Substantive and technical observations
- Recommendations
- Evaluation of results compared with objectives
- Problems encountered with possible solutions
- Possible follow up activities
- Rate of fulfillment of assignment in terms of original plans
- Institutional arrangements working relations and receptivity of the host institutions

The host institution in turn submits an evaluation of the TOKTEN volunteer form by which it provides mainly:

- Quality of work achieved and satisfaction of mission's objectives
- Whether work done fulfilled priority needs of the institution
- The potential degree of implementation of the expert's recommendation
- The need to maintain contact with the volunteer
- The need for a return visit of the volunteer
- Specific difficulties encountered
- Suggestions to improve the program



Ministry of Economy and Trade: food safety workshop; opening session at the Institute of Finance

TRANSFER OF KNOWLEDGE THROUGH EXPATRIATE NATIONALS



TOKTEN LEBANON

**MORE THAN 14
BENEFICIARY
INSTITUTIONS**

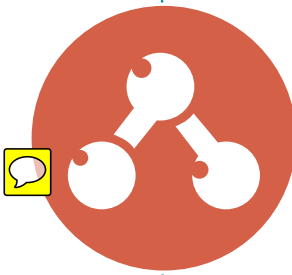


MINISTRY OF PUBLIC HEALTH

- 2012: National cancer treatment guidelines (edition 2)
- 2011: Neuroradiology seminar
- 2011: Breast cancer clinical exam training and early detection awareness campaign
- 2010: National cancer treatment guidelines (edition 1)
- 2010: Breast cancer imaging training
- 2007: Support in the accreditation of hospitals

NATIONAL CENTER FOR SCIENTIFIC RESEARCH

- Remote sensing center
- 2011: Support in adaptation and harmonization to the new geodesy network
- 2009: Capacity building on radar teledetection
- Geophysics center
- 2009: Support in hydrocarbon research for oil exploration



MINISTRY OF PUBLIC WORKS & TRANSPORT

- Directorate general of land and maritime transports
- 2010: Harmonization of work procedures of Lebanese harbour master office
- General directorate of public roads and buildings
- 2007: Capacity building on bridges rehabilitation and maintenance
- 2007: Geotechnical training

“NUMEROUS VOLUNTEERS”

**MORE THAN
30 MISSIONS**



MINISTRY OF TOURISM

- 2012: Development of a strategy for the reactivation of the tourism regional promotion offices
- 2009: Capacity building on public safety in ski and beach resorts
- 2009: Training on public safety in touristic attractions
- 2006: Development of a plan for promoting tourism in Lebanon targeting expatriates in Brazil

MINISTRY OF LABOR

- 2009: Capacity building on labor health and safety inspections
- 2007: Support in streamlining of labor union affairs



MINISTRY OF AGRICULTURE

- 2008: Report: the national union for cooperative credit in Lebanon: challenges, opportunities, and options for reform
- 2007: Report: modernization of agricultural cooperatives mechanization system



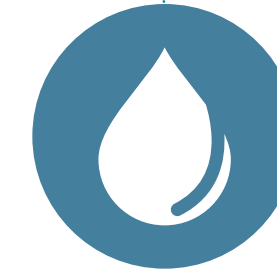
MINISTRY OF TELECOMMUNICATIONS

- 2011: Support in development of a geocoding strategy for a nationally & universally compliant addressing system



“EXPERTS FROM ALL OVER THE WORLD”

**MORE THAN
500 TRAINED**



MINISTRY OF ENERGY & WATER

- 2008: Report: advisory on the feasibility study of Janneh Dam at Naher Ibrahim
- Lebanese center for energy conservation project
- 2008: Support in demand side management

MINISTRY OF INDUSTRY

- 2008: Report: Agadir & the Pan-Euro-Med protocol: any good for the Lebanese industrial sector?
- 2006: Strategy for support of industrial SME's merger



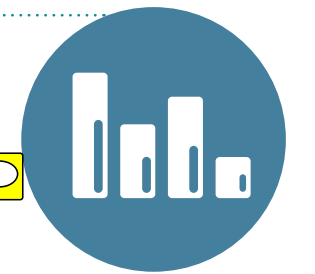
VARIOUS MINISTRIES IN COOPERATION WITH OMSAR

- 2012: Food safety inspections training (ministries of health, tourism, industry and agriculture)
- 2012: Public event management training (Ministries of education, industry, tourism, labor, information, telecom, interior, refugees, defense, sports and youth)
- 2011: Critical incident stress management (CISM) training for public hospitals
- 2010: Project management training



MINISTRY OF ECONOMY & TRADE

- 2012: Capacity building on food safety inspection
- 2009: Research on the establishment of an agro-industrial pilot plant for north Lebanon



“SHARED CULTURE AND LANGUAGE”