Training Service Provider

Project Overview

CARE is implementing a capacity building and livelihood community-based agriculture project that seeks to address critical capacity gaps along targeted value chains at both the individual, communal and institutional levels.

Within the framework of the Federal Ministry of Economic Cooperation and Development (Germany); And with the funding from the world food programme (WFP), CARE International is leading AFDAL II project in partnership with Fair Trade Lebanon (FTL), Association for Development for Rural capacities (ADR), Renee Mouawad Foundation (RMF) and Chamber of commerce, Industry and Agriculture Tripoli (CCIAT). This project's purpose is to improve sustainable livelihood opportunities for vulnerable community members in targeted refugee and Lebanese communities for small ruminants (Goat and Sheep) value chain, while addressing immediate food consumption needs of targeted households.

The project will be implemented in North Lebanon and the South Lebanon serving 1150 Individual beneficiaries, 40 MSME'S and 6 Cooperatives. The main objectives are:

• Enhance production and business capacities of vulnerable small holder farmers in the SR value chain;
• Improve skills and capacities of vulnerable individuals in food processing and retail in the SR value chain
• Strengthen market linkages and support functions in the SR value chain.

Capacity Building information

During the project, CARE will cooperate with partners to identify needs, strengths, and weaknesses in program, support and organization level through CARE Organization Capacity Assessment (OCA) form, to subsequently develop a Capacity Building Plan tailored to identified needs that will be implemented during the project's duration.

CARE and partners will jointly work on improving the skills and capacities of not only the implementing teams but also the support functions through multiple workshops covering different topics as per the capacity building plans.

The following topics are identified so far:
- Reports writing.
- Advanced Excel training.
- Communication and Media training.
- Proposal writing training.
- PMP
- MEAL training

Detailed Requirements

I- Reports Writing:
1. The required learnings:
   ❖ Processes of report writing
   ❖ Reports structure and formats
   ❖ Set reporting objectives and select the most appropriate data collection methods;
   ❖ Analyze data and draw conclusions / identify lessons learned;
   ❖ Choice of words and Planning of the writing around the report objectives and reader's needs;
   ❖ Organize ideas in a logical, persuasive, yet simple way;
   ❖ The correct use of annexes, visuals, and pictures.
2. Specific requirements:

The service provider will revise the currently used narrative reports to add topics related to planning and writing complete reports for this specific donor that cover all elements of the proposed project, evaluate the current reports quality, and improve the weaknesses and the gaps.

3. Duration: The training should take only 2 days (max 6 hours per day).
4. Modality: 2 proposals should be sent, one for online training and the other for face to face training (excluding the premises and refreshments)
5. Number of participants: 25 participants.
6. Required timeframe for the training: From 15/01/2021 till 15/02/2021 (not negotiable)

II- Advanced Excel Training:
1. The required learnings:
   ❖ Working with multiple worksheets and workbooks.
   ❖ Using formulas including lookup, index, match, and other database related functions.
   ❖ Outlining and consolidating data
   ❖ Pivot Charts and PivotTables
   ❖ Automating Workbook Functionality
   ❖ Analyzing data.
2. Duration: The training should take only 4 hours (negotiable).
3. Modality: Only one proposal should be sent for face to face training (excluding the premises and refreshments)
4. Number of participants: 25 participants.
5. Required timeframe for the training: From 15/01/2021 till 15/02/2021 (not negotiable)

III- PMP Training:
1. The required learnings:
   ❖ Integration Management
   ❖ Scope Management
   ❖ Schedule Management
   ❖ Cost Management
   ❖ Quality Management
   ❖ Resource Management
   ❖ Communications Management
   ❖ Risk Management
   ❖ Procurement Management
   ❖ Stakeholder Management
2. Duration: The training should take only 35 hours over 4 days (negotiable).
3. Modality: Only one proposal should be sent for online training.
4. Number of participants: 8 to 10 participants.
5. Required timeframe for the training: From 20/01/2021 till 25/02/2021 (negotiable)

Modality

The teaching modality should be as follows:
   ❖ Presentations and educational videos;
   ❖ A live trainer (not a recorded training) for online training sessions;
   ❖ Interactive activities and games;
   ❖ Group work when possible;
   ❖ Sharing all training materials and tools;
   ❖ Pre-post tests with final evaluation.

Quotations

The applicant should provide the following:
   ❖ The applicant should send a proposal specifying the methodology, timeframe, cost, and requirements.
   ❖ The applicant can apply to any of the topics mentioned above or to all of them.
   ❖ The applicant should provide 2 proposals one for online training and another for the face to face one whenever it's required in the requirements section.
   ❖ All participants should be provided with accredited certificates upon finalization of each training.