

## 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-Proposal writing Training:

1. The required learnings:
  - ❖ Identification of target audience, geographical coverage, concept note requirements.
  - ❖ Context Analysis and Needs Assessments (SWOT or other methods)
  - ❖ Partners Selection
  - ❖ Writing a good quality Proposal (Problem statement, objectives, impact, and outcomes)
  - ❖ Project implementation Strategy
  - ❖ Risk Analysis and Risk Matrix
  - ❖ Budgeting.
  - ❖ M&E strategy, Log frame, and indicators
  - ❖ Exit Strategy.
2. Duration: The training should take only 6 hours over 1 day.



3. Modality: 2 proposals should be sent, one for online training and the other for face to face training (excluding the premises and refreshments)
4. Number of participants: 8 to 10 participants.
5. Required timeframe for the training: From 20/01/2021 till 15/03/2021 (negotiable)

## **II-MEAL Training:**

1. The required learnings:
  - ❖ Development of tools at the proposal stage, tools include the Theory of Change, activities/outcomes/impact, and Logical Frameworks (logframes);
  - ❖ Preparation of MEAL Plan;
  - ❖ Baseline-Endline data collection procedures and tools;
  - ❖ Project quality monitoring tools and approaches;
  - ❖ Demonstrate the ability to use evaluation methods to identify problems and implement changes
  - ❖ Collect MEAL data by using well-designed qualitative and quantitative data collection tools, appropriate sampling methods, and recommended data management practices.
  - ❖ Analyze MEAL data by using quantitative (descriptive and inferential) statistics and qualitative methods to analyze, interpret and visualize MEAL data.
  - ❖ Use MEAL data to inform project decisions, communicate with stakeholders and practice adaptive management.
2. Duration: The training should take only 8 hours over 1 day.
3. Modality: Only one proposal should be sent for online training.
4. Number of participants: 5 to 6 participants.
5. Required timeframe for the training: From 01/02/2021 till 15/04/2021 (negotiable)

## **III- Communication Training:**

1. The required learnings:
  - ❖ Photography techniques;
  - ❖ Audio and Video editing;
  - ❖ Data Visualization
  - ❖ Interview skills;
  - ❖ Development of Project documents, factsheets, and Brochures;
  - ❖ Methods to ensure projects' visibility;
  - ❖ Ability to develop an effective campaign strategy, and a Communication Campaign;
  - ❖ Use of advanced social media communication principles and platforms;
  - ❖ Identification and development of success stories;
  - ❖ Events planning.
2. Duration: The training should take 6 hours over 2 or 3 days.
3. Modality: 2 proposals should be sent, one for online training and the other for face to face training (excluding the premises and refreshments)
4. Number of participants: 5 to 6 participants.
5. Required timeframe for the training: From 01/02/2021 till 15/04/2021 (negotiable)

## **IV- Infographic Design Training:**

1. The required learnings:
  - ❖ Infographic Videos creation;
  - ❖ Motion and animation graphics;
  - ❖ Infographic visuals (other than videos)
  - ❖ Story telling;
  - ❖ Educational Videos development.
6. Duration: The training should take 6 hours over 2 days.
7. Modality: 2 proposals should be sent, one for online training and the other for face to face training (excluding the premises and refreshments)
8. Number of participants: 5 to 6 participants.
9. Required timeframe for the training: From 01/02/2021 till 15/04/2021 (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.

