

**Call for ILO – IYAB Certified Agriculture Trainers**  
**Terms of Reference for the delivery of ILO – IYAB Trainings**

<b>Project name:</b> Multi-span Greenhouses for Food Security and Livelihoods
<b>Name of Organization:</b> The Lebanese Association for Development – Al Majmoua
<b>Locations:</b> All Lebanon
<b>Duration:</b> 11 <sup>th</sup> of August 2023 until 6 <sup>th</sup> of August 2024

**About Al Majmoua:**

The Lebanese Association for Development – Al Majmoua, an independent, apolitical, not for profit Lebanese Non-Governmental Organization (NGO), has been one of the leading Microfinance Institutions in Lebanon, since 1994. Al Majmoua's core business is to provide "micro" loans to individuals who have limited or no access to formal lending channels.

Our goal is to improve the quality of life of the most disadvantaged, regardless of their religion, nationality, gender or political affiliation by providing them with the appropriate financial and non-financial tools to make their way out of poverty.

Al Majmoua views development in a holistic approach. Micro-credit alone may not be sufficient to sustain a small business. Non-financial services, particularly Business Development Services, play a complementary role in improving the quality of life of the most vulnerable, especially women entrepreneurs. Al Majmoua provides business management and financial education trainings, vocational trainings, individual diagnosis, marketing support, networking, exchange of experience, and awareness sessions including women economic rights, self-confidence, communication skills, household budget management.

Al Majmoua is active across Lebanon, including the Palestinian Camps, through a network of 15 offices. The branches allow Al Majmoua to be present in the communities it serve and remain tuned to the particular needs of the micro-entrepreneurs. Al Majmoua's team is made of 240 highly motivated, skilled, dedicated full-time staff. Loan officers and Field Trainer and coaches are recruited from the local community since social networks and an extensive knowledge of respective areas of operation are essential in our work.

## **Information about the Multi-span Greenhouses for Food Security and Livelihoods Project**

Agriculture, including horticulture is seen as a critical sector for employment creation and poverty reduction in Lebanon; hence has been a focus sector for many programmes. An estimated 20-25 percent of the country's working population is involved in agricultural-related activities on a full time or part time basis. However, the agriculture sector has been hard-hit by the combined effects of the crises. The economic crisis and the subsequent lira devaluation have taken a drastic toll on food security and agricultural livelihoods in Lebanon.

Beyond grants for the most vulnerable farmers to purchase basic inputs (fertilizers, seeds, etc.) and subsidies to purchase greenhouses, farmers need more sustainable financial support if they are to make investments that would increase their productivity and income. In the past, suppliers of greenhouses and other inputs used to allow farmers to pay in instalments; but since suppliers now also have no credit with banks, they have stopped the practice. Suppliers are still selling the greenhouses, but require that farmers pay cash up front, which most farmers cannot do.

The Lebanon Agriculture and Rural Empowerment (ARE) activity, funded by USAID and implemented by Chemonics International, supports Lebanese rural and peri-urban communities to obtain technical and financial resources to facilitate increased productivity, sales, and exports, improved business income, while also ensuring livelihood sustainability. ARE designed an expansion exclusively supporting at least 100 existing greenhouse vegetable growers to purchase and install multi-span greenhouses on their farms across Lebanon.

The project will deliver the ILO-IYAB training curriculum to all the farmers who will benefit from the greenhouse supply intervention.

## **Duties and Responsibilities**

The **ILO-IYAB certified trainer** will implement the following tasks:

1. Conduct training needs analysis (BNA form and BNA matrix) for the participants to identify which modules fit best all groups and select 2-3 modules of the IYAB programme. This could be conducted via phone calls in coordination with Al Majmoua team after Al Majmoua shares cleaned data about the training participants.
2. Submit the agenda for the training
3. Conduct 4 days training following the structure of the official IYAB curriculum.
4. Apply the Business Game as part of the IYAB programme.
5. Select 2 success stories/case studies per each course of training (each training will include 15 to 20 trainees) and document using the IYAB Success Stories forms, in addition to the Training Plan form.

6. Complete all forms of each and any course program (Daily evaluation, end of training evaluation, and end of training report).
7. Register and complete all completed training courses on SIYB Gateway Platform of ILO.
8. Complete daily attendance sheets assuring all signatures and collect a copy of their IDs.
9. Ensure to strictly follow Al Majmoua code of conduct, PSEA and child protection policy.

### **Deliverable/Training**

1. Finalized list of names of beneficiaries prior to each training course
2. Training needs analysis forms for IYAB course (BNA form and BNA matrix)
3. Prepare and update the training modules and materials
4. Agenda of the training course for each group
5. Coordinate with Al Majmoua team about all training sessions and materials needed
6. Follow up with the beneficiaries on the dates of trainings
7. Daily evaluation form, end of training evaluation form, end of training report
8. Daily attendance sheets signed by participants and trainers, in addition to a copy of their IDs including pictures
9. Consent declaration form for all participants
10. Two success stories form per each training (Including pictures and signature from the participant on the communication pledge)

### **Request for Quotation Details**

As submitting your RFQ please consider the following:

1. Provide your CV
2. Provide a technical proposal including all the following points:
  - Confirmation that you are an ILO-IYAB certified trainer
  - The number of group trainings you are available to deliver
  - The Geographical areas you are able to cover to deliver the trainings
  - Duration of notice for training (how much time of notification do you need in advance to prepare your schedule accordingly for availability)
  - Ability to call the participants to finalize lists of names according to technical and inclusion criteria
  - Your Fiscal number if available
  - A copy of your registration at the syndicate of Engineers if available
  - Confirmation of the daily training fees of training per group with all the mentioned deliverables. Al Majmoua will pay a fee of USD 200 per day of trainings (including phone calls before training for selection and after training for consultation as needed plus transportation to and inside the governorates)

- Understanding that Al Majmoua will deduct 7.5% from the consultancy fees to settle the Ministry of Finance's consultancy tax if the consultant is not able to provide a fiscal number
- Understanding that Al Majmoua will not cover the Fees of FSP or Fresh Bank account Transfer.
- Understanding that Al Majmoua is not able to confirm ahead of time the number of trainings that the certified ILO-IYAB trainer will be handling as it will depend on the geographical areas that the ILO-IYAB trainer is able to cover and the location of the farms that will apply to the project.

**Please fill the table below taking all points above in consideration and send back to us by the 15<sup>th</sup> of September mid-day at the following email address: [procurement@almajmoua.org](mailto:procurement@almajmoua.org)**

No.	Description	
1	Number of days available to conduct training with all the required deliverables	
2	Geographical coverage	

**Evaluation Matrix:**

Criteria	Weighting %
1- CVs (education and background)	30%
2- Relevant experience	40%
3- Availability & Timeline	20%
4- Area coverage	10%