

**DATE: 16/01/2024**

**Call for Consultancy**

**FCPA Livelihood Initiative**

**CLOSING DATE AND TIME: Sunday 28/01/2024**

**About UTOPIA**

UTOPIA Organization is a non-governmental, non-profit organization, registered at the Ministry of Interior and Municipalities under the number 1729 dated September 27, 2012, dedicated to abolishing all types of social discrepancies through specialized projects and programs that rely on voluntary work, in hopes of acquiring social justice among people within the same society regardless of their political or religious beliefs.

To achieve our mission, we invest in the following programs: Community Service, Youth Empowerment, Women Empowerment, Child Development, and Advocacy.

**About the Project**

UTOPIA is implementing a project, in partnership with WVL. UTOPIA In the framework of the FCPA Programme “Fragile Context Programming Approach”, and under the objective to support Formal and Informal businesses in Tripoli to create and retain work opportunities UTOPIA will be implementing a livelihood initiative, to support the local communities, including most vulnerable individuals from the refugee and hosting communities, with emphasizing on supporting women, youth and PWD, affected by the multi-faceted crises in Lebanon, and build their capacities to gain or retain job opportunities.

**Objectives of the call**

UTOPIA is looking to contract with a consultant/ expert, to ensure an efficient implementation of the livelihood initiative of the FCPA project, in line with the project log frame and timeline.

The expert consultant will be required to support UTOPIA in building the capacity of micro and small business entrepreneurs including, women and youth, and persons with disability, on basic financial literacy, and support them to improve their income generation.

The responsibilities of the consultant will include the following:

* Contributing to the development of SME’s application.
* Participating in the selection of the beneficiaries (SME’s).
* Preparing a module for the basic financial literacy training (BFL) covering topics including Budgeting, savings, debt management, and financial negotiation, in addition to crucial skills in creative and design thinking, ideation, and essential entrepreneurial characteristics.
* Implementing capacity building on the above-mentioned topics targeting 30 SME’s in total.
* Generating the selection criteria and contributing to the selections of the beneficiaries for the small livelihood grants.
* Contribute to the preparation of the pitching event and participate in the panel to select the winners for the small livelihood grants.
* Support the winners to develop their income-generation ideas and activities, and to meet Programme administrative queries.
* Implement essential monitoring and evaluation activities, and follow up with the winners, to maintain best practices, and ensure administrative queries are met.
* Support the livelihood team in other tasks as indicated by the Programme team.

**Qualifications**

* A qualified candidate for this consultancy should abide by the below requirements:
* Registered consultancy firm with more than 3 years of experience in livelihood programs
* Previous experience with international non-profit organizations is mandatory. The consultant should submit a contact person in each organization with his application for a reference check.
* Consultancy team should comprise experts in different fields with more than 3 years of experience in similar projects.
* Previous experience with WVL is a plus.
* Resources availability to fulfill all project requirements.
* Experience in engaging youth, females, and PWD
* Creative in delivering training and workshops.
* Excellent record of accomplishment for similar consultancies and coaching services.
* Availability to work in-person with the beneficiary’s groups at different times, including weekends and in the afternoon, if perceived as preferred by the beneficiaries.
* Proven experience in the "Do No Harm" approach, and willingness to abide by the safeguarding policies.

**Duration**

UTOPIA would like to start this coordination in early February and accomplish all the activities by the end of July 2024.

**Application**

Interested applicants are requested to send their proposal, as indicated below, to the email, [utopia.tripoli@gmail.com](about:blank) with the title “FCPA – Livelihood Consultant Proposal)

The proposal shall include the following:

* Cover Page
* Overview of consultant
* Technical Proposal include methodology, deliverables, and schedule.
* Project Team CVs.
* Proof of Similar Projects/Experiences with reference
* Financial Proposal/Budget in USD
* Registration document
* MoF certificate

In addition, the applicant is required to carefully overview, stamp and sign the following annexes and attach them to the application.

* Annex A: The current call for consultancy document
* Annex B: Supplier Code of Conduct and Safeguarding
* Annex C: Supplier Registration Form
* Annex E: Confirmation Letter – Blacklist

**Deadline**

Applicants should submit their application with all required documents and information to the above-mentioned email by no later than Sunday, January 28th, 2024 – at 5:00 pm.

Applications submitted after the deadline will not be considered.