



## Terms of reference Makken-IL-0005

Subject: Call for trainer - Project Development and Design Thinking Trainer.  
Reference: Makken-IL-0005  
Posted Date: 17 February, 2025  
Deadline: 24 February 2025

### ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector, focusing on entrepreneurship, work readiness, and financial literacy.

### ABOUT MAKKEN

Makken is a continuation of previous projects developed under the Peaceful Coexistence in Refugees Hosting Communities in Lebanon (PCL) program. It builds on the successes of MACCAN and CATALYST, two projects that empowered community members to create positive change in their areas.

**MACCAN** focused on the participatory process of planning community initiatives through working groups that included residents and municipality representatives. These groups launched local initiatives to address community needs and solve problems. For example, in some areas, cultural centers were established, while in others, public parks were developed, or streets were equipped with solar-powered lighting. Each initiative was accompanied by training sessions where residents and working group members participated to better understand the importance of these projects and ensure their sustainability.

**CATALYST** implemented in the same municipalities, emphasized the importance of social impact of circular economy and resource sustainability while also highlighting the role of women in this field. The project supported six initiatives with dedicated funding to implement solutions based on circular economy principles—utilizing wasted or unused resources in the area. This approach helped reduce resource-related conflicts by promoting sustainability. Some of the implemented initiatives included composting projects, hydroponics systems, and eco-bricks production, among others.

**Makken** aims to sustain and expand these efforts by providing ongoing support to young active members (aged 18 to 35) to enhance, scale up, and maintain the initiatives launched under MACCAN and CATALYST. Instead of starting from scratch, participants will build on existing projects, improve them, or introduce new elements to create a greater positive impact on a wider segment of the community. The goal is to ensure long-term engagement and sustainability in their communities.

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### Overview

INJAZ Lebanon seeks a skilled trainer to facilitate workshops on **Problem Solving and Human-Centered Design** as well as **Project Planning, Management, and Risk Mitigation** for youth participants. These

workshops aim to empower participants with the knowledge and skills to identify community challenges, design relevant initiatives, and ensure their effective implementation and sustainability. Prior to this training, the participants were trained on the following topics:

- Advanced Community Engagement, surveys and data collection
- Team Dynamics
- Project Assessment
- Sustainable project development

## **Scope of Work: Project Development and Design Thinking**

### **Role Overview**

The trainer will lead a comprehensive 12-hour workshop that equips youth with the skills to identify community challenges, design effective solutions, create action plans, manage resources, and mitigate risks. This session integrates design thinking, problem-solving, and project management techniques to ensure participants develop well-structured, actionable, and sustainable community initiatives.

Theory of Change: Training on how to develop and use a Theory of Change model to understand and map out how interventions will lead to desired outcomes.

Sustainability Strategies and Frameworks

- Systems Thinking: Understanding how systems interact and affect each other (social, economic, environmental) and how to approach development issues from a holistic perspective.
- Design Thinking: Applying design thinking principles to create innovative solutions that address sustainability challenges, focusing on human-centered approaches.

### **Key Responsibilities**

- Guide participants through design thinking methodologies to identify key challenges in their communities and brainstorm innovative solutions.
- Support to develop human-centered approaches to prove the initiatives
- Lead project planning exercises, ensuring participants develop detailed **action plans** with clear timelines, roles, and resource allocation.
- Teach effective resource management, guiding participants on how to secure and allocate resources efficiently for their projects.
- Provide risk mitigation strategies, helping participants identify potential obstacles and develop solutions to address them proactively.
- Facilitate interactive discussions and hands-on exercises, encouraging participants to apply new skills through practical activities.
- Monitor participants' progress, providing individualized (teams) feedback to strengthen their project ideas.
- **A narrative concept note for each initiative**, prepared by the trainer in collaboration with the teams, which must include:
  - Project Design: Objectives, target audience, and expected impact.
  - Action Plan: Key activities, timeline, and resource requirements.
  - Sustainability Plan

## Expected Deliverables

- Clearly defined community challenges and problem statements developed through design thinking.
- Risk mitigation strategies tailored to each initiative, ensuring project sustainability.
- A final report summarizing key learnings, project improvements, and next steps for implementation.

## Timeline

Dates and time will be determined later	Workshop/Topics	Days/Workshop	Hours/Workshop	Total
	2	4	3	12

## Qualifications

- Proven experience in problem-solving, human-centered design, and project planning and management.
- Strong facilitation skills with a focus on interactive and participatory approaches.
- Background in sustainability, risk assessment, and community development is highly desirable.
- Excellent organizational and reporting skills.
- Ability to engage and inspire youth participants effectively.

## Evaluation Criteria:

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- Certificate.
- The financial proposal.

## Payment Conditions

1. Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/over-the-counter payment after submission of an appropriate and acceptable original invoice with all the requests to INJAZ Lebanon.

2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged to the trainer).

## Submission Requirements

(CV): - Include a comprehensive CV that highlights your educational background, work experience, and relevant achievements.

Portfolio: Past projects / Relevant Experience

Certifications: Attach copies of any recognized certifications in Project Development and Design Thinking.



Technical Proposal: Suggest a proposed outline and content that aligns with the objectives of the Project Development and Design Thinking Trainer.

Financial Proposal: The financial proposal should include your hourly rate, inclusive of all costs.

**How to Apply:**

To apply, please submit the following documents via email to [firas@injaz-lebanon.org](mailto:firas@injaz-lebanon.org) cc [Joseph.a@injaz-lebanon.org](mailto:Joseph.a@injaz-lebanon.org) no later than February 24,2025. Please mention in the subject line Makken-IL-0005 Project Development and Design Thinking Trainer.

Proposals that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.