

Terms of reference
MACAN-IL-00055

Subject: Call for Trainer – Energy Optimization workshop Trainer.
Reference: MACAN-IL-00055
Posted Date: 14.10.2023
Deadline: 19.10.2023

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.

Overview

INJAZ Lebanon is seeking qualified experts or facilitators to conduct a four-day Energy Optimization Workshop & Training in 3 municipalities, totaling 12 days each day 3 hours. We invite experienced professionals to apply for their services in line with the outlined workshop details below.

Duration & Location (Date and time will be determined later)

Municipality	Days	Total of Hour
Deir Amar - North (Around 30 participants in class)	4 Days / 3 hours per day	12 Hours
Kfar Helda - North (Around 30 participants in class)	4 Days / 3 hours per day	12 Hours
Dar Baachtar - North (Around 30 participants in class)	4 Days / 3 hours per day	12 Hours
Total	12 Days	36 Hours

*Audience: Individuals, Households, Members of the Municipality, and Community Members interested in optimizing energy use and promoting sustainability.

Topics that should be covered

The Energy Optimization Workshop & Training will focus on the following aspects:

1. Efficient Use of Energy in Homes:

- Identifying energy-efficient practices within households.
- Maintenance of appliances to reduce energy costs.
- Implementing strategies for energy savings in daily life.

2. Community Engagement for Sustainability:

- Understanding the impact of individual and household energy use on the community.
- Promoting a culture of energy conservation within the community.
- Exploring opportunities for community-based sustainable energy solutions.

3&4. Preservation of Natural Resources:

- Recognizing the connection between household energy use and the preservation of local natural resources, such as rivers, woods, and agricultural lands.
- Strategies for sustainable energy use that contribute to the protection of the environment.
- Creating a cohesive link between energy conservation at home and its positive effects on the surrounding nature.

Deliverables

In addition to facilitating the workshop, the selected trainer will be responsible for consolidating the insights, recommendations, and action plans generated during the workshop into one comprehensive report/document.

The report should include the following:

1. Workshop Overview
2. Participant Profiles
3. Workshop Objectives
4. Content Covered
5. Attendance and Participation
6. Challenges and Successes
7. Recommendations

Workshop Outline:

The selected facilitator should suggest a workshop outline and content that aligns with the workshop's objectives and audience. The content should create a cohesive flow by relating household energy conservation to its impact on the community and the preservation of natural resources. It should include practical exercises, case studies, and interactive discussions to reinforce these connections.

Qualifications:

Interested facilitators must meet the following eligibility criteria:

- Demonstrated experience in conducting workshops or training sessions related to energy optimization, sustainability, and resource management.
- Strong facilitation and communication skills, with the ability to engage and educate diverse groups of participants.
- Proven ability to help communities and households audit their energy use and provide practical solutions for optimization.
- Availability for delivering the workshops in **November**.
- Any recognized certifications are a plus.

Evaluation Criteria:

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- The technical proposal and 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 requested to INJAZ Lebanon
2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged on the supplier)

How to Apply:

To apply, please submit the following documents via email to firas@injaz-lebanon.org and Joseph.a@injaz-lebanon.org no later than **19.10.2023**. Please mention in the subject line **MACAN-IL-00055- Energy Optimization workshop Facilitator**.

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

Cover Letter:

- Provide a well-structured cover letter.

(CV):

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

Portfolio:

- Past projects
- Relevant Experience
- Samples of deliverables

Certifications:

- Attach copies of any recognized certifications in Energy Optimization or related fields.

Technical Proposal:

- Suggest a proposed outline and content that aligns with the objectives of the Energy Optimization program.

Financial Proposal:

- The financial proposal should include your **hourly rate, inclusive of all costs**

For registered legal entities:

- Providing all the legal documents (Business License, Registration in the ministry of Finance, and Interior if Applicable).

Thank you