

Terms of reference
MACAN-IL-00058

Subject: Call for Trainer – Life Skills Trainer
Reference: MACAN-IL-00058
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 currently seeking qualified experts or moderators to facilitate a training required Life skills trainer in Al Mina in North Lebanon. We invite experienced professionals to submit proposals for their services in line with the outlined training details below.

Workshop Overview

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

| Municipality | Class | Days | Hours | Total Hours |
|--------------|-------|------|-------|-------------|
| Al Mina | 1 | 8 | 1.5 | 12 |

*Audience:

We are conducting training for the youth scouts in Al-Mina. Approximately 80 participants will receive training in various sectors. These training sessions are divided into 8 days. At the beginning of each day, we want to allocate an hour and a half for the life skills trainer to assist them in learning several topics that we will mention below. We have appointed around 10 volunteers to assist in organizing the training and supporting the trainer. The audience consists of young men and women from Al Mina - in northern Lebanon, aged between 17 and 28 years.

Topics that should be covered

- **Day 1: Conflict Resolution:**
 - Learn how to deal with disagreements and issues.
 - Understand different ways to solve problems.
 - Practice listening and talking to resolve conflicts.
- **Day 2: Advanced Conflict Resolution:**
 - Explore complex problems and how to fix them.
 - Discover strategies to make deals and find solutions.

- Role-play to get better at fixing conflicts.
- **Day 3: Effective Negotiation**
- Understand the art of successful negotiation.
- Learn different negotiation styles and when to use them.
- Practice negotiation through real-life situations.
- **Day 4: Public Relations and Networking**
- Get introduced to public relations (PR).
- Find out how to make and maintain connections with people.
- Learn how to network for personal and professional growth.
- **Day 5: Advanced PR Strategies**
- Plan and run PR campaigns.
- Handle crises and manage your reputation.
- Understand how PR helps communities and businesses.
- **Day 6: Embracing Differences and Self-Acceptance**
- Realize why differences are important.
- Encourage being okay with who you are and respecting others.
- Promote including everyone in your life.

Day 7: Teamwork Matters

- Understand how teams work and cooperate.
- Learn how to build effective teams and lead them.
- Work together to achieve shared goals.

Day 8: Practical Application and Evaluation - Certificates and events

- Participants apply the knowledge and skills learned in real-life scenarios.
- Group discussions and evaluations.

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 trainer should propose a workshop outline and content that aligns with the objectives of the Life Skills training and its intended audience. The content should create a well-structured program by addressing key areas relevant to life skills development. It should incorporate practical exercises, real-world case studies, and interactive discussions to enhance participants' understanding and application of these essential life skills in various real-life situations.

Qualifications

- The trainer should have a Bachelor's degree and relevant training in teaching life skills to young people.
- Trainers should have at least 3 years' experience of delivering effective and engaging training sessions or workshops, especially in this context.
- Should be able to teach in a way that keeps young people interested and involved.

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-00058- Life Skills Trainer**. 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 that includes:

(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 life skills training or related fields.

Technical Proposal:

- Suggest a proposed outline and content that aligns with the objectives of the life skills 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