

Terms of reference
MACAN-IL-00056

Subject: Call for Trainer – Solid Waste Management Moderator
Reference: MACAN-IL-00056
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 four-day workshop on Solid Waste Management in 3 municipalities in North Lebanon. We invite experienced professionals to submit proposals for their services in line with the outlined workshop details below.

Workshop Overview:

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

Municipality	Days	Total of Hour
Deir Amar - Noth - (Around 30 participants in class)	4 Days / 3 hours per day	12 Hours
Burj Al Yahoudiye – North (Around 30 participants in class)	4 Days / 3 hours per day	12 Hours
Mshmsh - Akkar -(Around 30 participants in class)	4 Days / 3 hours per day	12 Hours
Total	12 Days	36 Hours

*Audience: Local NGOs, Activists, Municipal Representatives, and Community Individuals interested in Environmental, Solid Waste Management, and Community Issues.

Topics that should be covered:

The workshop will consist of four days, each with a specific focus:

- Day 1: Introduction:

Overview of the workshop, solid waste management information session, and clarification of roles and responsibilities.

- Day 2: Zone Planning:

Team formation and creative brainstorming sessions for zone-specific solutions.

- Day 3: Zone Planning:

Prepare Work Plan: Development of detailed work plans for solid waste management in each zone.

- Day 4: Booth Day:

Booth setup, presentations of zone-specific plans, including a guest speaker session, and presentation of action plans.

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 moderator should propose a workshop outline and content that aligns with the objectives of the Solid Waste Management workshop and its intended audience. The content should create a structured program by addressing key areas. It should include practical exercises, real-world case studies, and interactive discussions to underscore the importance of these topics and their applicability to managing solid waste effectively.

Qualifications:

Interested experts or moderators must meet the following eligibility criteria:

1. Demonstrated experience in conducting workshops or training sessions related to environmental issues, solid waste management, or community development.
2. Strong facilitation and moderation skills, with the ability to engage and motivate diverse groups of participants and facilitate productive discussions
3. Proven ability to guide participants from various backgrounds and perspectives towards a shared vision for their community, fostering collaboration and consensus-building.

4. Availability to deliver the workshops during the month of **November**.

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-00056- Solid Waste Management Moderator**.

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 Solid Waste Management or related fields.

Technical Proposal:

- Suggest a proposed outline and content that aligns with the objectives of the Solid Waste Management 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