

Request for Proposal IL/YAB2024/PR#46

Subject: Call for Trainer – Leadership and Soft Skills
Reference: IL/YAB2024/PR#46
Posted Date: December 27, 2024
Closing Date: January 13, 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 THE YOUTH AGRIFOOD BUSINESS

The Youth Agrifood Business (YAB) Program, a six-month initiative by UNICEF's GenU, aims to empower vulnerable youth in Lebanon, particularly alumni of CBT training programs conducted by UNICEF partners such as ANERA and LOST. The program supports youth-led group businesses in the agrifood sector within Beqaa, Beirut, Mount Lebanon, North Lebanon, and Akkar. YAB seeks to create sustainable economic opportunities for young people in underserved regions by fostering entrepreneurship in the agrifood industry.

OBJECTIVES

- Support Vulnerable Youth: Engage alumni from UNICEF partner programs, equipping them with resources to launch or expand group agribusinesses.
- Focus on Agrifood Sector: Develop six youth-led businesses focusing on agrifood, addressing the unique needs of Lebanon's agricultural sector.
- Rapid Selection and Implementation: Employ an efficient selection process to identify ten promising business ideas and provide intensive resources to six of them.
- Provide Training and Resources: Equip selected teams with essential business skills, coaching, and seed funding to ensure sustainable growth.

Overview

INJAZ Lebanon is seeking experienced Leadership and Soft skills trainers to deliver online training sessions via Zoom across various topics. Trainers are encouraged to apply for one or more of the following topics:

- Leadership Skills: Developing skills to inspire, guide, and manage teams effectively.
- Communication Skills: Enhancing verbal, written, and interpersonal communication for better collaboration.

- Decision-Making Skills & Emotional Intelligence: Improving the ability to make sound decisions based on data and critical thinking while understanding and managing emotions to foster teamwork.
- Problem-Solving Techniques & Conflict Resolution: Building strategies to address and resolve challenges effectively and learning methods to mediate and resolve conflicts within teams or with stakeholders.

Category: Leadership and Soft Skills

Topic 1: - Leadership skills

Scope of Work:

The training will focus on providing participants with the knowledge and tools to establish and strengthen internal team management and HR practices within youth-led businesses. The training will cover:

- Explore strategies to inspire, guide, and effectively manage diverse teams.
- Foster accountability, motivation, and team performance.
- Introduce leadership frameworks and real-world applications.

Deliverables:

- Comprehensive training presentation (PowerPoint or similar).
- Participant handbook/workbook summarizing key concepts and tools.
- Case studies and practical exercises tailored to real-world scenarios.
- Delivery of an interactive training program (specific duration to be agreed upon).
- Facilitation of Q&A and feedback sessions to ensure understanding.
- A summary report including training outcomes, participant engagement, and recommendations.

Topic 2: - Communication Skills

Scope of Work:

The training will focus on providing participants with the knowledge and tools to establish and strengthen internal team management and HR practices within youth-led businesses. The training will cover:

- Enhance verbal, written, and non-verbal communication for effective collaboration.
- Develop strategies for giving and receiving feedback constructively.
- Focus on building rapport and fostering a positive team culture.

Deliverables:

- Comprehensive training presentation (PowerPoint or similar).
- Participant handbook/workbook summarizing key concepts and tools.
- Case studies and practical exercises tailored to real-world scenarios.
- Delivery of an interactive training program (specific duration to be agreed upon).
- Facilitation of Q&A and feedback sessions to ensure understanding.
- A summary report including training outcomes, participant engagement, and recommendations.

Topic 3: -Decision-Making Skills & Emotional Intelligence

Scope of Work:

The training will focus on providing participants with the knowledge and tools to establish and strengthen internal team management and HR practices within youth-led businesses. The training will cover:

- Teach frameworks for making sound decisions using data and critical thinking.
- Explore methods for understanding and managing emotions in workplace scenarios.
- Highlight the role of emotional intelligence in fostering collaboration and trust.

Deliverables:

- Comprehensive training presentation (PowerPoint or similar).
- Participant handbook/workbook summarizing key concepts and tools.
- Case studies and practical exercises tailored to real-world scenarios.
- Delivery of an interactive training program (specific duration to be agreed upon).
- Facilitation of Q&A and feedback sessions to ensure understanding.
- A summary report including training outcomes, participant engagement, and recommendations.

Topic 4: -Problem-Solving Techniques & Conflict Resolution

Scope of Work:

The training will focus on providing participants with the knowledge and tools to establish and strengthen internal team management and HR practices within youth-led businesses. The training will cover:

- Introduce techniques for identifying and addressing challenges effectively.
- Teach conflict resolution methods to mediate disputes within teams or with stakeholders.
- Use practical exercises to apply problem-solving and conflict resolution tools.

Deliverables:

- Comprehensive training presentation (PowerPoint or similar).
- Participant handbook/workbook summarizing key concepts and tools.

- Case studies and practical exercises tailored to real-world scenarios.
- Delivery of an interactive training program (specific duration to be agreed upon).
- Facilitation of Q&A and feedback sessions to ensure understanding.
- A summary report including training outcomes, participant engagement, and recommendations.

Qualifications:

Educational Background:

- Bachelor's degree or higher in Business, Leadership, Psychology, or a related field.
- Relevant certifications in leadership, communication, or conflict resolution (preferred).
- MBA or advanced degree (preferred).

Professional Experience:

- Minimum of 5 years of experience in leadership development, communication training, or similar fields.
- Proven experience in delivering training programs to youth, small businesses, or startups..

Skills and Expertise:

- Expertise in leadership, communication, and soft skills training.
- Ability to conduct engaging online training with interactive sessions.
- Familiarity with online learning platforms (e.g., Zoom, Microsoft Teams).
- Fluency in Arabic and English.

Personal Attributes:

- Strong communication and presentation skills.
- Hands-on, practical approach to training.
- Problem-solving abilities and adaptability.
- Passion for empowering youth and developing future business leaders.

Submission Requirements:

1- Technical Proposal:

- Training Content and Approach: Briefly describe how you will deliver each topic (methods, tools, and techniques you will use).
- Duration: Specify the total number of hours needed for each training session.
- Training Materials: Provide all training materials (e.g., presentations, workbooks, case studies, templates). These materials should be ready for online delivery.

2- Financial Proposal:

- Hourly Rate: State your hourly rate for delivering the training.
- Total Cost: Include the total cost for each topic, based on your hourly rate and the estimated number of hours.

3- Required Documents:

- (CV): Include details of your qualifications, professional experience, and any relevant expertise.
- Certifications: Provide copies of certifications related to the category.

Evaluation Criteria

The service provider will be selected based on the following:

- Experience and Portfolio: Examples of previous training or consulting work.
- Qualifications and Certifications: Relevant degrees and professional certifications.
- Financial Proposal: Cost-effectiveness of the training 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 to the trainer)

How to Apply:

To apply, please complete the Google Form. Please ensure you fill in all required details no later than **January 13, 2025**. Google form: <https://forms.gle/1d2UrLfk2F19x5Vs5>

Documents to submit:

1. Technical Proposal (including training content, duration, and materials).
2. Financial Proposal (including hourly rate and total cost).
3. (CV).
4. Relevant Certifications (If any).

Proposals that are received after the deadline will not be considered for evaluation.