

Service Provider - Job coaches

1. Background Information on Plan International

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion, and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge.

We have been building powerful partnerships for children for over 75 years, and are now active in more than 70 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

About the commissioning office

Plan International Lebanon (PIL) has had an operational office in Beirut since 2017 and received its registration in October 2019. Across the country, we work in partnership with local, national, and international organizations to strengthen capacities and address the needs of Lebanese and refugee children in Lebanon. With a focus on adolescent girls and young women, PIL implements projects in the sectors of child protection (CP) and Gender-based violence (GBV), Sexual and Reproductive Health and Rights (SRHR), Education, Youth economic empowerment, and participation. The organization also promotes gender equality by addressing the root causes of discrimination against girls and young women.

The Service provider has agreed to the following scope of work: Job coaching includes structured training along with ongoing support

1. **Location:** Preferably face to face with frequent field visits. But remote sessions can be considered
2. **Duration:** 250 days, 4 Job Coaches
 - Commencement Date: May 2024
 - End Date: September 2025

3. Objectives & Key Deliverables

Plan International Lebanon is seeking dedicated and motivated Job coaches who will play a pivotal role in empowering individuals to enhance their economic opportunities and growth, aligning with the organization's Livelihoods sector objectives which focuses on fostering sustainable economic development, empowering local communities, and promoting gender equality and social inclusion. The selected candidate will provide tailored coaching and guidance to Social Entrepreneurs and Social enterprises, equipping them with skills, knowledge, and strategies needed to thrive in their businesses and plans.

Related to this project, the primary goal is to enhance the contribution of social enterprises (SEs) and social entrepreneurial initiatives (SEIs) in Lebanon to poverty reduction and social inclusion of disadvantaged and marginalized groups, particularly girls/women, enabling them to be socially and economically active.

Location: Lebanon

1. **Number of Beneficiaries:** 300 young women and young men with and without disabilities the program is open to individuals between the ages of 18 to 30 years old as Social Entrepreneurship Initiatives / Youth and below the age of 45 years old for Social Enterprises / MSMEs

Gender: Both genders, with a particular focus on promoting gender equality and empowering women.

Nationality: Lebanese and Syrian, with a focus on fostering collaboration between Syrian and host community entrepreneurs.

Key deliverables:

- Continuously provide constructive feedback and coaching to entrepreneurs, helping them refine their skills and strategies
- Collaborate with the project team to ensure the effective implementation of approved initiatives and to address challenges that may arise
- Provide guidance and assist entrepreneurs in reviewing and refining their business plans, providing constructive feedback, and helping them align their strategies with market demands
- Work with entrepreneurs to create strategies that ensure the long-term sustainability of their business's entrepreneurs on effective marketing techniques, including branding, online presence, social media strategies, and customer engagement
- Participate in assessing entrepreneurs and support them in developing and leading their products or services
- Provide support in identifying challenges faced by entrepreneurs and guide them in finding innovative solutions
- Help entrepreneurs explore opportunities for their products or services to enter new markets, locally or even internationally
- Guide entrepreneurs in understanding legal and regulatory requirements related to their businesses, ensuring compliance.
- Stay updated on industry trends, business models, and best practices to provide relevant and effective coaching to entrepreneurs.
- Job coaches are required to maintain regular communication with grantees to track progress effectively and provide support as needed. **This includes conducting bi-**

weekly field visits and bi-weekly phone calls to ensure clear guidance, accountability, and support in accordance with the established schedule.

Additionally, a monthly report will be requested, covering visits and development plans with grantees.

Other tasks

- Provide updates and reports on the progress and project activities to Plan International'
- Participate in regular project meetings, sharing insights and updates to foster effective cross-functional collaboration
- Collaborate with monitoring and evaluation teams to assess the social and economic impact of the supported businesses on the community.
- Attend regular calls, meetings, and other tasks as required by Plan International

Responsibilities:

- Have a clear curriculum for the mentioned training modules
- Guide producers through the practical application of skills taught.
- Ensure sessions are interactive, enabling real-time feedback and adjustments.
- Deliver both theoretical knowledge and practical insights.
- Draw on industry best practices and personal professional experience.
- Offer personalized guidance and support to each participant.
- Regularly assess participant progress and skill application.
- Conduct assessments to measure the impact and effectiveness of the training.
- Make necessary program adjustments based on participant feedback and performance.
- Drop-out rates to be counted only for BENEFICIARIES who didn't attend more than 80% and less than 20% of the overall course period.
- Recap sessions should be considered as option for beneficiaries who attended below 80%

Courses Details:

The training session will be empowering young women and young men with and without disability with comprehensive skills training encompassing entrepreneurship, employability, life skills with a focus on gender and inclusion, digital, green solutions/innovation, and labor rights competencies to equip them for success in the modern workforce and foster a sustainable and equitable future.

Frequency and Duration: The training sessions will be held on a weekly basis, with each session lasting either half a day or a full day, depending on the topic and delivery method.

Area to focus: Entrepreneurship, business development, financial management, legal aspects, fundraising, impact measurement, and social sustainability.

Learning Objectives and Expected Outcomes:

- **Entrepreneurship:** Help participants start and manage businesses.

Outcome: Participants can identify business opportunities and create effective plans.

- **Business Development:** Support sustainable business growth.

Outcome: Participants improve market presence and profitability.

- **Financial Management:** Enhance financial decision-making.

Outcome: Participants make informed financial choices for sustainability.

- **Legal Aspects:** Understand business legal requirements.

Outcome: Participants mitigate legal risks in business operations.

- **Fundraising:** Learn to secure funding and investment.

Outcome: Participants attract investors to support their ventures.

- **Impact Measurement:** Assess social and economic impact.

Outcome: Participants measure outcomes for positive societal impact.

- **Social Sustainability:** Integrate social responsibility into business.

Outcome: Participants incorporate social and environmental considerations for long-term sustainability.

Coaches should focus on these objectives to ensure participants gain practical skills and knowledge essential for success in entrepreneurship and business development.

Deliverables: Monthly

Based on what is mentioned, the following deliverables are expected from the trainer:

- **Training Program Outline:** A detailed outline of the training program, including session plans for: Topics This outline should specify the objectives, methodologies, and duration of each session.
- **Training Materials:** Comprehensive materials to be used in the training sessions. These should include presentations, case studies, practical exercises, and reference documents that are relevant to the local Lebanese market context. Additionally, Arabic versions of these materials must be provided to ensure accessibility and inclusivity for all participants.
- **Reporting to PIL:** The trainer is required to provide comprehensive documentation to PIL, including monthly progress reports on the training process, participant engagement, and challenges, as well as a final training report detailing training activities at the conclusion of each training, participant progress, effectiveness, and recommendations for future initiatives. Additionally, the trainer must develop and implement evaluation methods to measure training effectiveness, including pre- and post-training assessments, participant feedback forms at the end of each training.

Trainer's Qualifications:

- Advanced Degree in Business Administration or Related Field
- Clear articulation of specific content of the entrepreneurship training to be delivered
- Extensive experience in business development
- Ability to Conduct Effective Assessments and Provide Constructive Feedback

- Registration papers for the organization, company or establishment of the applier.
- Previous similar trainings conducted by the company.
- Financial offer (signed and stamped) that includes clearly the unit price

Safeguarding and Preventing Sexual Harassment Exploitation and Abuse (PSHEA)

Plan International Lebanon is committed to creating a safe environment for children and programme participants. Consultants and associates engaged with Plan International Lebanon have a duty to uphold the principles of the Global Safeguarding Policy: Say Yes! To keeping children and program participants safe and protected, and the Preventing Sexual Harassment, Exploitation, and Abuse (PSHEA) policy. Consultants and associates have responsibilities to maintain an environment that prevents violence, sexual harassment, exploitation, and abuse 24/7. Consultants and associates are required to promote and apply safeguarding and PSHEA anytime, anywhere, no matter their role with Plan International Lebanon, raise safeguarding and PSHEA awareness among partners, children, and program participants, display high standards of professional behaviour at all times, treat all children and program participants with dignity and respect, create and maintain an environment that prevents abuse and exploitation of children and program participants, retain and respect the privacy, dignity, and confidentiality of survivors, and report any concerns to Plan International Lebanon. Consultants and associates have to abide by the Code of Conduct and attend safeguarding and PSHEA policies briefing session at the first day of signing the agreement with Plan International Lebanon.

4. Working Hours

8 hours/ Day

Payment

In consideration of the satisfactory performance by the service provider, Plan Lebanon shall pay the following fees on the dates/satisfaction of the milestones/provision of the deliverables set out below. Timesheets will be submitted every month:

No. Days	Rate/ day (USD)	Total fee (USD)
15 days per month	50\$ including transportation	



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