

Terms of reference  
MACAN-IL-00076

Subject: Call for Moderator – Volunteerism and Community Engagement  
Reference: MACAN-IL-00076  
Posted Date: 28.11.2023  
Deadline: 05.12.2023

**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 an experienced and passionate "Volunteerism and Community Engagement Moderator" to lead a comprehensive training session aimed at equipping participants with the knowledge and skills necessary for effective engagement in volunteer work. We invite experienced moderators 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)

Location	Classes	Sessions	Hours per Session	Total hours
Tripoli	One Class	3	2.5	7.5

**Objectives:**

The primary objective of this project is to deliver a comprehensive Volunteerism and Community Engagement training program to the residents of Tripoli, to both men and women in the community. Through detailed instruction, the project aims to empower participants with a broad skill set and deep knowledge in the realm of volunteerism. Additionally, by focusing on various aspects of volunteer work, the training aims to provide individuals with the skills needed to actively contribute to community development initiatives, fostering a sense of empowerment and proficiency in the participants. Through this initiative, we aim to inspire and cultivate dedicated individuals who are enthusiastically involved in making positive impacts within their local community.

## Scope of Work

- Schedule: Three sessions, each lasting 2.5 hours, over a maximum period of two weeks.
- The Volunteerism and Community Engagement Moderator will cover the students on the following points:

### Session 1: Introduction to Volunteerism (2.5 hours)

- Overview of Volunteerism
- Importance of Volunteer Work
- Benefits and Outcomes
- Different Forms and Types of Volunteerism

### Session 2: Becoming a Volunteer (2.5 hours)

- Rights and Responsibilities of Volunteers
- Guidelines for Effective Volunteerism
- Exploring Volunteer Opportunities
- Interactive Exercises and Case Studies

### Session 3: Enhancing and Promoting Volunteerism (2.5 hours)

- Strategies for Volunteer Development
- Inspiring and Motivating Volunteers
- Showcasing Successful Volunteer Projects
- Collaborative Planning for Community Engagement
- Actionable Steps for Participants

## Role and Responsibility

The Volunteerism and Community Engagement Moderator will be responsible for preparing and administering the training material of the training curriculum in compliance with the project objectives and timeline.

Moreover, the Moderator will be responsible for reporting on the training progress and overall performance on time

- Prepare and develop the training curriculum, and exercises.
- Administer the training curriculum within the agreed-upon project timeline.
- Work closely with the project team to ensure a smooth implementation of the training curriculum in specific and the project in general.

## Deliverables:

In addition to facilitating the workshop, the selected Instructor 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

**Qualifications:**

- The applicant should have at least 2 years of relevant work experience in Volunteerism and Community Engagement.
- Any recognized certifications in the mentioned services are a plus.
- The applicant should have good communication skills, empathy, and the ability to motivate individuals.
- Ability to multi-task and to work a flexible or alternative workweek schedule based on project needs.
- Availability to deliver the workshops starting the month of **Dec 2023**.

**Evaluation Criteria:**

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- The 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 to the trainer)

**Submission Requirements:**

**(CV):**

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

**Portfolio:**

- Past projects
- Relevant Experience

**Certifications:**

- Attach copies of any recognized certifications in career services or related fields.

**Financial Proposal:**

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

**How to Apply:**

To apply, please submit the following documents via email to [firas@injaz-lebanon.org](mailto:firas@injaz-lebanon.org) and [joseph.a@injaz-lebanon.org](mailto:joseph.a@injaz-lebanon.org) no later than **05.12.2023**. Please mention in the subject line MACAN-IL-00076-Volunteerism and Community Engagement.

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

Thank you