## **Terms of Reference (TOR) for Employment Business Trainer**

## **Secours Islamique France (SIF) Lebanon Mission**

Secours Islamique France (SIF), is implementing a project entitled “My Career, My Choice with the financial support of Agence Française de Développement (AFD), to enhance women’s employment and linking them to the private sector. Under this project, SIF is supporting a total of 100 Micro, Small, Medium Sized Enterprises to stabilize and recover their businesses after the successive financial shocks in Lebanon. This project commenced Tranche II of implementation on 1 January 2024.

**Background:** SIF is seeking a qualified and experienced Business Trainer to provide comprehensive Business Recovery and Resilience Training to 50 Micro, Small, and Medium Enterprises (MSMEs), in groups of 10 per training, in the North region under Tranche 2 of the project. Additionally, the trainer will offer tailored one-to-one training sessions to further support the specific needs of these MSMEs. The objective is to support the recovery of their business through enhancing their business management skills, formulating a Business Recovery Plan, and facilitate their sustainable business transformation.

**Scope of Services;**

SIF Lebanon is seeking the services of Business Trainer service provider to provide the following services:

1. Conduct business training sessions for 50 MSMEs (5 groups of 10 businesses/individuals) in the North region, culminating in the finalization of their out-Business Recovery Plan with budget.
2. Provide tailored one-to-one mentoring sessions for each of the 50 MSMEs to address their individual challenges and opportunities.
3. Support the MSMEs in developing their recovery plans, focusing on strategies for business continuity and growth in the post-pandemic context.
4. Conduct regular follow-up sessions with the participating MSMEs to monitor their progress, provide ongoing support, and address any issues or concerns that may arise (4 sessions over a 4-month period).
5. Summary reports on each MSME supported through this Scope of Work.

**Deliverables:**

Business training curriculum (4 session of 4 hours per session) tailored to enable MSME participates to develop their own Business Recovery Plan throughout the training process (Action Learning). It is anticipated these sessions will cover:

* Market assessment and analysis.
* Strengths, Weaknesses, Opportunities Threats to their business (SWOT)
* Setting business objectives and results, and how to achieve them.
* Budget planning and monitoring (accountancy)
* Marketing strategies.
* Risks and mitigation planning.
* Annual budget for the 12-month period following the training for business transformation and recovery.

Business Recovery Plans which each MSME has completed the training.

Fifty (50) one-to-one mentoring sessions with each targeted MSMEs.

Four (4) visits to each of the targeted MSMEs to provide mentoring and advice.

Summary reports o each MSME supported through this Consultancy.

The consultant is responsible for the provision of the venue, equipment, stationary and supplies for the training. The one-on-one sessions will be at the MSMEs’ premises.

**3. Qualifications and Experience:**

Bachelor's degree in business administration, economics, or a related field. Master's degree preferred.

Proven experience in conducting business training sessions for MSMEs, preferably in the North region.

Strong understanding of business management principles and practices, with expertise in areas such as financial management, marketing, and strategic planning.

Excellent facilitation and communication skills, with the ability to engage diverse groups of participants effectively.

Experience in developing recovery plans and providing tailored support to businesses facing challenges or crises.

Familiarity with log frame development and budget preparation.

**Duration and Timeline:**

A detailed timeline, including key milestones and deliverable deadlines, will be mutually agreed upon with the selected candidate. It is anticipated these Services will commence in May 2024 and be completed by January 2025.

**Reporting:**

The Consultant will report to the SIF Project Manager ensure alignment with project objectives and priorities. They will liaise directly with the SIF Business Officer.

Other reports as specified under the Deliverables.

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

* Demonstrated experience and qualifications of the candidate.
* Relevance of the proposed approach and methodology.
* Clarity and feasibility of the work plan and timeline.
* Value for money and cost-effectiveness.
* References and past performance in similar assignments.

**Submission of Proposals:**

Interested candidates are requested to submit their proposals, including a

1. Cover letter,
2. Current CV,
3. Proposed workplan to delivery the scope of work
4. Financial Proposal