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## Call for Applications

### MEAL & Proposal Writing Trainer to design and implement short training course

#### About Adyan

Adyan, Foundation for diversity, solidarity and human dignity, works locally, regionally and internationally for pluralism, inclusive citizenship, community resilience, and spiritual solidarity, through homegrown solutions in education, media, policymaking, and intercultural and interreligious relations. Adyan is registered in Lebanon as a non-profit and non-governmental organization (NGO), under registration number 1103 by a ministerial decree dated 18 September 2008.

#### Background

Adyan Foundation has been implementing a project on Monitoring, Evaluation, Accountability & Learning (MEAL) since 2019. This project involves training, knowledge-sharing and network development. In addition to using Monitoring and Evaluation (M&E) to track and adjust project implementation, Adyan also sees enhanced M&E practices as a way to give power and ownership of initiatives to project beneficiaries and participants. Strengthened M&E can also help ensure actions are community-based and locally-led. The project thus involves capacity building not just of the Adyan team but also of its wider networks, many of which design and implement small initiatives in their communities.

#### Consultancy Overview

Adyan Foundation requests applications from MEAL and Proposal Writing Trainers to design and implement a short introductory course on writing project proposals for small grants, including basic monitoring and evaluation terminology and tools, guidance on preparing a budget, and reporting tips.

There will be two target groups for the training, both of which are networks in Lebanon that are supported by Adyan Foundation: One will be a group of religious leaders, and the other a group of youth civil society leaders. Both groups design and implement awareness sessions, community development initiatives and small-scale humanitarian action.

The final output of this consultancy is to provide Adyan with:

- I. Design and implement a two-day course that meets the above requirements. This will involve developing training materials (including Word documents and a PowerPoint presentation(s)).
- II. Deliver a two-day course, in-person in Beirut, to group A



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- III. Deliver another two-day course, in-person in Beirut, to group B
- IV. Develop and implement a simple online pre-and post-training assessment form, and share the results with Adyan.

We anticipate that the trainings will largely take place in-person in Beirut, at a location to be chosen by Adyan, with some training being delivered virtually.

- I. During all in-person activities, social distancing measures and sanitizing measures will be implemented, with mandatory mask-wearing.
- II. If unexpected security issues arise or any COVID-19 outbreaks, trainings would be shifted to take place fully online. This could involve adjusting the timeframe to be the equivalent of two days per group (meaning 14 working hours) spread over several days.
- III. The course will be delivered verbally in a mixture of Arabic and English as relevant and appropriate\*. The course materials will need to be prepared in Arabic, and Adyan will prepare translations into English.

\*TBD during the finalization of the contract with the selected Trainer.

### **Copyright & Confidentiality**

The course designed will become the property of Adyan, to be used by Adyan for future trainings. Adyan will provide input into the content required, and will review materials before finalization, to ensure they are tailored to our target groups.

The Trainer will be required to sign Adyan's Code of Conduct, which includes the clause that any organizational materials shared by Adyan for the purpose of this consultancy cannot be retained and/or used by the Trainer for future purposes.

### **Timeline**

The development of the course materials and the delivery of all four days of training will need to take place by the end of November 2021 or start of December 2021.

### **Budget**

- I. The allocated budget for this consultancy is between USD \$2,700 and USD \$3,300.
- II. No additional expenses other than this lump sum will be paid by Adyan to the Trainer.
- III. Adyan will arrange the logistics and cover the cost of a venue, catering and audiovisual expenses of the in-person training days (maximum of 4 days). Should the training need to take place online, Adyan will set up a Zoom link.



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- IV. Bank charges and due taxes are to be covered by the Trainer, or deducted from the payment. If relevant, this will include the 7.5% taxes for non-resident consultants and any other taxes that are the Trainer’s responsibility.

## Consultant Profile

The Trainer must:

- I. Have expertise in the M&E, proposal writing and project management fields, including logframe development; budget preparation and tracking; and donor reporting.
- II. Have a proven track record in delivering high quality training in Arabic and English, including the ability to communicate complex ideas in accessible ways. Be skilled and experienced in offline and online training.
- III. Be sensitive to and respectful of religious, social and cultural differences and comfortable with working and communicating across differences
- IV. Be able to fluently understand written and spoken Arabic and English, with professional standard in producing the course materials in Arabic.
- V. Be independent from Adyan
- VI. Have access to their own computer and access to fast, stable internet connection and a webcam. To note: no hardware/software or IT support will be provided by Adyan. A work station at Adyan’s office in Lebanon will not be provided.

## Submission of Applications

Applicants for this activity should submit:

- I. An updated CV
  - II. Short outline of relevant experience
  - III. Budget for the consultancy, based on a stated day-rate
- Please submit applications via e-mail to: [dir@adyanfoundation.org](mailto:dir@adyanfoundation.org)
  - Deadline for receipt of applications: 5:00pm Lebanon time on Monday 8 November 2021
  - If applicants have any questions about this call for applications, please contact: [dir@adyanfoundation.org](mailto:dir@adyanfoundation.org)