



Near East Foundation - Lebanon

Request for Proposals for Program Technical Consultant

CONTRACT DATA

(This consultancy is pending final project approval from donor)

Period of Performance: October 10, 2022 – June 30, 2023

Location of Assignment: Beirut, Lebanon with potential field visits to Halba, Tripoli, Bekaa and Saida

Background: For 100 years, the Near East Foundation (NEF) has worked to build more sustainable, prosperous, and inclusive communities in the Middle East, Caucasus, and Africa through education, governance, and economic development initiatives. Working through a network of country offices and local partners, NEF currently has approximately 250 staff members – almost all nationals – and programs in ten countries: Armenia, Jordan, Lebanon, Iraq, Mali, Morocco, Palestine, Sudan, South Sudan, and Syria. Its programs are organized around three themes: peacebuilding and stabilization, Climate-resilient development, and inclusive economic development.

Assignment Overview:

NEF is promoting economic empowerment among vulnerable individuals in Lebanon, including *refugees* and *poor* and *marginalized women* and *youth* in five areas: Beirut, Halba, Tripoli, Bekaa and Saida. NEF achieves this through capacity building and support of market-linked skills development, design, and development of new income-generating activities (IGAs) (refugees) and micro, small, and medium enterprises (MSMEs) (Lebanese), access to services to support growth of existing, high-potential IGAs and MSMEs, and support of struggling businesses that face closure or potential closure. These efforts are intended to support self-sufficiency and protection among target beneficiaries by expanding their access to economic and social resources. Our methods maintain sensitivity to competition and protection risks, reduce the potential for tension/misunderstanding, and foster social stability between displaced and host populations.

The following process is followed under each project cycle:

- Conduct a market assessment in each of the areas of operation to better understand the market needs and opportunities.
- Identify the most vulnerable Lebanese and refugees in each of the areas of operations in coordination with NEF's local partners and according to a robust vulnerability assessment (VA).
- Among the most vulnerable Lebanese and refugees identified through the VA, identify the potential participants for home-based business start-ups, the potential struggling businesses in need of support, and the potential nano-businesses for expansion.



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- Provide three different 5-day Business Development Trainings (i.e., business start-up, business resilience, and business expansion) to the identified vulnerable population, in addition to a 3-day training on protection and leadership skills. All trainings will include best practices.
- After the trainings, participants submit their business plans and pitch for review.
- Successful business plans receive a grant to either 1) start or expand their home-based business, 2) support a struggling business at a risk of closure, or 3) expand a nano-business.
- Granted participants receiving different technical support and follow-up from the business development unit.

To ensure the success of these livelihood activities, NEF is seeking an external consultant or consultancy firm to **review and improve the content of the two current business development and financial literacy curricula**. This process will ensure that NEF's training materials speak to the latest market challenges and demands, utilize newest information and technologies available, and are in line with the beneficiaries' profiles and needs. The consultant/firm is also expected to support the business development and livelihoods unit in **developing two new curricula**: one for the **business resilience** and the second for **business expansion**.

Audience and Use:

The key audiences of the study are the Near East Foundation, the beneficiaries, the market and the local Community Based Organizations in the project areas.

Objectives:

The assignment has two main key objectives:

- 1- Conduct a full inside-out and outside-in review of current NEFs curricula to update them and make them relevant to current and future market demands (business development and financial literacy curricula)
- 2- Develop the curricula and the training materials for the business resilience and business expansion (online and face to face training materials)

Expected Outputs/Deliverables of the Consultancy:

Under the supervision of the Project Manager, and with support from the Business Development and Livelihoods Unit, the Consultant will be required to deliver the following outputs:

1. Conduct a full (1) inside/out review (i.e., review the content of all the curricula, compare NEF's curricula with the latest information and curricula on the market)
2. Conduct an outside/in review (i.e., interview with NEF staff and beneficiaries) and update the two existing curricula accordingly.
3. Support in developing the two new curricula on business resilience and business expansion.

Please note the consultant is expected to use his/her own laptop and phone.



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Estimated Deadlines:

- Contractual Starting Date: **October 1st, 2022**
- First round of review of the two current curricula and support in developing the two new curricula: From **October 2022 until December 2022**
- Trial of all the curricula via the business development trainings provided to the beneficiaries: From **January 2023 until March 2023**
- Final review and edits of all the curricula: From **April 2023 until end of June 2023**
- Final assignment report: **June 30th, 2023**

NEF will be responsible for:

- Provision of previous and current project documents.
- Provision of training materials and curricula.
- Logistics and transportation for the days of field work when applicable.

Payment Method:

The payment will be made as 40% in advance, 60% on approval of the final deliverable. NEF will not be responsible for any further expenses incurred by the consultant during the consultancy visits and for any loss and/or damage to him/her.

Skills, experience and selection criteria:

- University degree in relevant field; Executive coaching and Emotional Intelligence certifications are a plus.
- Proven capability and experience in conducting similar assignments;
- Should have a clear vision for how to approach the assignment;
- Experience in the livelihoods sector in Lebanon;
- Experience in developing curriculums and training materials for vulnerable population with limited educational background.
- Excellent writing and communication skills in Arabic;
- Availability and willingness to travel to various areas in Lebanon during weekdays; and,
- Ability to work under strict and demanding timelines.

Submission requirements:

Interested consultants should submit the following in a unique PDF file (except any sample of previous evaluations which could be sent in separate files):

- Cover Letter indicating clearly how the opportunity fits in with consultant's skills and experience;



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- Up-to-date Curriculum Vitae(s);
- Technical proposal (including understanding and comments on the ToR, with clear timeframe for each activity under work-plan and deliverable);
- Financial proposal (inclusive of VAT and MoF number or company registration);
- Sample of previous similar assignments;
- Three references.

Documents should be submitted by [August 14, 2022](#):

By email to: procurementlebanon@neareast.org with a subject line, “Program Technical Consultant”.

Submissions received after the deadline will not be taken into consideration. Only shortlisted consultants will be contacted.

Interested consultants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at www.neareast.org.