



Request for Proposal Terms of reference

Subject: Request for proposal- Trainer for Project Planning
Reference: CLST-IL-00027
Posted Date: July 08, 2024
Deadline: July 15, 2024

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.

ABOUT CATALYST

Catalyzing Youth Shaping Transformation is a dynamic program designed to ignite positive change among North Lebanon's youth, with a specific focus on gender dynamics and community building in sustainability. Catalyst is part of the PCL project that is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). PCL is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in partnership with the Ministry of Social Affairs and in cooperation with INJAZ Lebanon and the municipalities of Al Minaa, Bourj El Yahudiyeh, Deir Ammar, Kfarhelda, Mishmish, and Tripoli.

Overview

We are looking for a qualified trainer to conduct a 3-day project planning workshop – 4 Hours per day. This workshop is specifically designed for new facilitators to help them manage their classes with older women effectively. The focus will be **on teaching project planning skills that are practical and relevant for facilitating training sessions.**

- **Duration & Location** (Date and time will be determined later)

Details	#Sessions	#Hours per Day	#Total hours
Project planning	3 Session	4 Hours	12 Hours

Training Objectives:

The objective of this TOR is to retain and further develop the skills of 10 selected facilitators over an additional 4-month period. These facilitators have been chosen based on their leadership potential, communication skills, and commitment to sustainability. The aim is to provide them with specialized training in project management, thereby enhancing their organizational and leadership capabilities. This training will enable them to effectively plan and execute CUWA 2 training, manage outreach efforts, handle budgets, measure targets, and organize workshops.

Scope of Work

The selected trainer will be responsible for training 10 facilitators over 3 days (12 hours), who have been selected based on their presentation skills, communication skills, and commitment to sustainability. The trainer will deliver a comprehensive project planning training program designed to enhance organizational and leadership skills. This includes setting clear objectives, planning for the upcoming training sessions that will be led by the facilitators, and setting project parameters. The training will cover how to drive impactful community engagement strategies, set up community engagement activities, and plan for them effectively. Additionally, the program will focus on managing community outreach, resources management, setting and measuring targets, organizing workshops, and planning outreach. The program will incorporate hands-on training, practical exercises, case studies, and scenario analysis to reinforce learning.

Role and Responsibilities of the Selected Trainer

- **Program Development:** Develop comprehensive training content tailored to the needs of new facilitators.
- **Preparation:** Prepare all necessary training materials and resources.
- **Training:** Conduct the 3-day workshop, 12 hours, ensuring that all objectives are met. Engage participants through interactive and participatory methods.
- **Support:** Provide support and guidance to participants throughout the workshop, and address any questions or concerns that arise during the sessions.
- **Evaluation:** Evaluate the progress of participants and the overall success of the workshop, and use feedback to make any necessary adjustments for future sessions.

Deliverables

In addition to facilitating the training, the selected trainer will be responsible for consolidating the insights, and recommendations, generated during the workshop into one comprehensive report/document:

The report should include the following:

- Workshop Overview
- Participant Profiles
- Workshop Objectives
- Content Covered
- Attendance and Participation
- Challenges and Successes
- Recommendations

Qualifications

- Proven expertise in training design, development, and delivery, particularly in presentation, training management, and content development, with at least 4 years of experience, and previous experience in conducting training in project planning programs or similar workshops.
- Any recognized certifications in Project planning, or related fields are a plus.
- The applicant should have strong 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 until the end of October 2024.
- Strong organizational and time management skills.
- Proficiency in English and Arabic, both written and verbal.

Evaluation Criteria:

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- Certificate
- Content Outline that you will send (Technical Proposal)
- 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.**

Technical Proposal:

- Suggest a proposed outline and content that aligns with the objectives of the project planning Training.

How to Apply:

To apply, please submit the following documents via email to firas@injaz-lebanon.org and Joseph.a@injaz-lebanon.org **no later than July 15, 2024**. Please mention in the subject line **CLST-IL-00027 – Trainer for Project planning**.

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

Thank you