



Request for Proposal Terms of reference

Subject: Request for Proposal – Business Development and implementation Trainer.
Reference: CLST-IL-00029
Posted Date: 30/August/2024
Deadline: 06/September/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

CATALYST is a dynamic program designed to ignite positive change among North Lebanon's youth, catalyzing transformation with a specific focus on gender dynamics and sustainable community building. 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 Mina, Bourj El Yahudiyeh, Deir Ammar, Kfarhelda, Mishmish, and Tripoli.

Overview

After successfully completing 6 days of BOOTCAMP on Sustainability and Circular Economy as part of the CATALYST Project - CATCH Track – up to 10 teams will be selected for the Final Pitching Day. These teams are representatives of NGOs, Community based organizations, municipal working groups and SMEs. INJAZ Lebanon is seeking experienced trainers for a two-day workshop on Business planning and implementation. This training will focus on equipping each team (around 5 persons/team) with the skills and knowledge needed to design, plan, and execute successful projects. The goal is to enhance participants' ability to develop detailed project plans, manage resources efficiently, and implement their solutions effectively, thereby increasing their chances of success in the incubation phase and fostering significant impact on their communities.

Workshop Overview

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

September October 2024	and	#Sessions	#Hours per Day	Total hours
10 teams		2	4	8

- The training program is designed to equip up to 10 semi-finalists teams from the CATCH track. The workshop will consist of up to 2 training sessions of 4 hours each, totaling 8 hours.

Objectives

- 1- Project Ideation and Alignment:
 - Support participants in defining clear and innovative project ideas that align with circular practices and meet the specific needs of the community.
- 2- Resource Planning and Budgeting:
 - Guide participants in outlining the necessary resources for their initiatives, including detailed budgeting to ensure the feasibility and sustainability of their projects.
- 3- Operational Planning:
 - Assist participants in developing comprehensive operational plans, detailing the steps required for successful project implementation.
- 4- Action Plan and Timeline Development:
 - Facilitate the creation of actionable and realistic action plans and timelines, ensuring participants can effectively manage and execute their projects.
- 5- Project Planning and Implementation Skills:
 - Empower participants with essential project planning and implementation skills, enabling them to design, plan, and carry out successful and impactful projects.
- 6- Practical Project Planning Techniques:
 - Equip participants with practical techniques for developing detailed project plans, including setting objectives, allocating resources, managing risks, and implementing solutions effectively.
- 7- Sustainable Project Management:
 - Foster a deeper understanding of sustainable project management, helping participants create actionable and impactful project plans that highlight the value and benefits of their initiatives, thereby motivating stakeholders to support their projects.

Scope of Work

The Business Development and Implementation trainer will guide participants through essential areas such as understanding effective project planning principles, setting clear objectives, developing detailed action plans, and creating realistic timelines. The training will emphasize the importance of strengthening problem definition, helping participants conduct thorough community assessments to ensure their projects address genuine needs. Additionally, the trainer will focus on enhancing community engagement, ensuring that participants involve local voices in the planning process to build strong community support. The sessions will also incorporate sustainability and circularity principles, guiding participants on how to integrate these into their project designs for long-term impact. Effective resource and budget

management will be a key focus, with methods for efficient resource allocation and budget oversight. Throughout the sessions, participants will create and refine their project plans, receiving feedback to ensure their plans are actionable, effective, and aligned with the goals of sustainability and community benefit.

Role and Responsibility

- **Developing a comprehensive and practical curriculum** focused on Business planning and implementation skills, tailored to the needs of the semi-finalists from the CATCH track. This curriculum will also include strengthening problem definition, enhancing community engagement, and incorporating sustainability and circularity principles.
- Developing templates to support project planning (ex: action plan, timeline, budget, stakeholder analysis, operational plan, etc....)
- **Delivering engaging and interactive training sessions** that emphasize the real-world application of project planning techniques and strategies, with a focus on setting clear objectives, creating detailed action plans, and developing realistic timelines.
- **Guiding participants through the process** of developing detailed business plans, including setting objectives, allocating resources efficiently, managing budgets, and identifying and mitigating potential risks.
- **Facilitating discussions and activities** that encourage participants to apply learned project planning principles to their specific projects, ensuring that their solutions are community-centered, sustainable, and aligned with the circular economy.
- **Providing individualized support and feedback** during the practice session and event day, helping participants to develop and refine their project plans and implementation strategies, ensuring they are actionable, effective, and have a meaningful impact on their communities.

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

- The applicant should have a degree in Business Development & Management, Business Administration/Management, or any related fields.
- The applicant should have at least 4 years of relevant work experience in training or coaching project Business planning and Business implementation skills.
- Any recognized certifications in project management (e.g., PMP) or related fields are a plus.
- The applicant should have strong organizational skills, attention to detail, and the ability to motivate individuals.
- Ability to multi-task and work a flexible or alternative workweek schedule based on project needs.

- Availability to deliver the workshops until end of October

Evaluation Criteria

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- Curriculum outlines - Methodology and the outlines of the training. (Business Development/Green Basics and Circular Economy)
- Certificates
- 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.

Technical Proposal

- Suggest a proposed outline and content that aligns with the objectives of the Green Basics Training.

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 and Joseph.a@injaz-lebanon.org no later than **September 06, 2024**. Please mention in the subject line **CLST-IL-00029- Business Development and Implementation Trainer**. Proposals that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

THANK YOU