

## Terms of Reference

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and whenever possible – for the fulfilment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Operating since 2004 in Lebanon, DRC has addressed the needs and rights of vulnerable populations, working initially with Palestinian refugees (since 2004), Iraqi refugees (2007-2010), Lebanese IDPs (during the 2006 conflict), migrant domestic workers (since 2009) and, since 2011, responding to the Syrian refugee crisis.

For further information about DRC, please refer to our website: [www.drc.dk](http://www.drc.dk)

### Objectives:

To contribute to sustainable economic development in north Lebanon, and strengthen the capacities of selected local economic actors to provide income generation opportunities

### Responsibilities:

DRC is currently implementing an MSME and entrepreneurship support projects in the North of Lebanon and Akkar. Under this component, MSMEs and entrepreneurs will be supported through financial and business development plans. DRC is thus looking for a consultancy firm to develop and deliver entrepreneurship curriculum in addition to training for existing MSMEs on specific topics related to business development and tailored according to the fast-changing business environment:

- Tailor specific Business Development solutions for MSMEs
- Conduct peer-to-peer trainings for MSMEs /entrepreneurs based on TNA
- Develop an entrepreneurship curriculum and deliver it to the future entrepreneurs
- Conduct group trainings for MSMEs/entrepreneurs based on TNA

Within the business development support, several topics could be delivered but not limited to:

- Business management
- Book keeping
- Business plan
- Marketing
- Customer service
- Human resources
- Costing / pricing
- Procurement strategy
- Adaptation strategy

Annex D

- Etc.

**Deliverables:**

DRC is looking to build a framework agreement with the consultancy firm to ensure rolling basis trainings for 13 MSMEs and 28 start-ups/ entrepreneurs across the north upon request.

- Topics and type of sessions will be identified based on training needs analysis.
- Training materials might be adjusted once the trainings are being delivering based on the learning process with the participants
- Provide final report with recommendations for each MSME and for entrepreneurs

**Sample Daily workplan design and stages:**

	M1	M2	M3	M4	M5
Discuss proposal with DRC.	X				
Meet with participants and assess their level	x				
Delivery of training sessions ( DANIDA SPA) For NNF it will starts by October 2022 and ends Dec 2023		x	x	x	
Provide a report on the outcome of the training		x	x	x	X

**Documents to be submitted**

Interested applicants should submit a technical proposal and a financial proposal.

- Registration papers for the organization, company or establishment of the applier.
- Previous similar trainings conducted by the company.
- Resume for individual candidates that are not represented by a company with supporting documents that he/she has provided similar trainings.
- Financial offer (signed and stamped) that includes clearly the unit price per:
  - Trainee per course
- Clear curriculum for each module.
- General description and historical background of the applier, along with the conducted activities and previous related experience by sharing examples.
- Cost by beneficiary should include transportation fees, trainer, refreshments, certificate, venue, and utilities (Basic Stationary)

**Experience and technical competencies:**

## Annex D

- At least three-years of relevant experience in business development, in business management, in livelihoods, or relevant career;
- Excellent level of written and spoken proficiency in English and Arabic languages;
- University degree in business management, economics, or other relevant discipline for Consultants
- Demonstrable experience in developing similar products for programs related to the humanitarian sector;
- Experience and understanding of the issues faced by MSMEs in Lebanon;
- A general understanding of the North area is an advantage;

**Education:** (include certificates, licenses etc.)

University degree in business management, economics, or any other related field.

**Languages:**

Full proficiency in spoken and written English and Arabic.

**Key stakeholders:** (internal and external)

- DRC programme teams
- Local entities
- MSMEs

**Location:**

- Availability to conduct the proposed course in one or all of the target areas in T5 and Akkar