**Terms of Reference**

**Trainer for Time Management and Problem-Solving Workshop**

*Amel Association International (Amel) is a Lebanese and non-sectarian NGO created in 1979. Amel works through 32 centers, 6 mobile medical units, 2 mobile education units and 1 protection unit, and for more than 40 years has supported the poorest regions of Lebanon, from Beirut and its South Suburbs to Mount Lebanon, Bekaa and South Lebanon. Amel offers accessible services for all in the following fields: food security, health, education, protection, child protection, gender-based violence, livelihood, promotion and protection of human rights, rural development.*

* *Amel Association International is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.*
* *Amel has a Zero Tolerance policy on sexual exploitation and abuse, and sexual harassment: Candidates will not be considered for employment with Amel if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts.*

**Background**

In Lebanon, the social and gender norms, the shrinking civic space, and the discriminatory laws contribute to upholding gender inequalities and discourage girls and young women from speaking out. Formal and informal youth-led organization and women-led organization are facing a growing pressure from discriminatory social institutions, political figures, and religious leaders, that restrict their access to resources and opportunities.

Therefore, Amel association, as part of a consortium that includes, plan international, TDH Italy, DCI Lebanon, and Dar el Amel are working together and using a gender transformative approach that aims at eliminating the structural barriers to gender equality, tackling the root causes of gender inequalities, working at all levels (grassroot, community and policy levels) to foster an enabling environment for gender equality and advance the position and conditions of girls and young women.

**Assignment**

Amel Association recognizes the critical importance of empowering staff with the skills to enhance productivity, efficiency, and decision-making abilities. To support this, we are seeking a qualified and experienced trainer to design and facilitate a comprehensive workshop on time management, facilitation skills and problem-solving for our She Leads staff in Beirut.

The selected trainer will deliver two full days of workshops in September 2024, focusing on helping our staff effectively manage their time, prioritize tasks, and develop structured approaches to problem-solving. The ultimate goal is to increase productivity and effectiveness in both personal and professional contexts.

The workshop will focus on the areas below in a structured and comprehensive learning style,

* Enhance their time management skills.
* Develop effective strategies to prioritize tasks.
* Improve their problem-solving abilities using a structured approach.
* Increase overall productivity and effectiveness in both personal and professional contexts.
* Equip with the skills to facilitate session, FGD, round group discussion.

**Tasks and duties:**

The workshop is expected to be guided by the following key considerations in the development of the workshop guide and its application:

* Designing and delivering an engaging and interactive workshop on time management, facilitation skills and problem-solving skills.
* Preparing and providing all necessary training materials and handouts for participants.
* Conducting pre-assessments to understand participants' current skills and challenges related to time management and problem-solving.
* Facilitating group discussions, activities, and case studies to ensure practical understanding.
* Offering practical tips, tools, and techniques that participants can implement in real-life scenarios.
* Evaluating participants' learning outcomes through post-workshop assessments.

**Key Deliverables:**

* Attending an induction meeting with Amel and Plan;
* Review the project objectives;
* Submit a clear and detailed methodology for the 2 days workshop including workshop materials, tools and an Agenda to be validated by Plan and Amel;
* Pre-training assessment report identifying the participants’ needs.
* Customized training agenda and materials (presentations, handouts, and exercises) provided in advance.
* Conduct of the workshop (duration and format to be determined).
* Post-training report including assessment of the participants' progress, feedback from the participants, and recommendations for further improvement.

**Required Documents**

* CV
* Motivation Letter
* Technical Proposal (methodology, agenda, pre/post, etc.)
* Financial Proposal

**Qualifications:**

* A minimum of 5 years of experience in providing professional training in time management and problem-solving.
* Proven experience in adult learning methodologies and workshop facilitation.
* Strong communication and interpersonal skills.
* Expertise in developing customized training materials to address specific needs.
* Ability to engage participants through interactive and experiential learning methods.