

Call for Facilitator Assistant  
Terms of reference  
CLST-IL-00045

Subject: Call for Facilitator Assistant - I Camp  
Reference: CLST-IL-00045  
Posted Date: 30/10/2024  
Deadline: 06/11/ 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 Minaaa, Bourj El Yahudiyeh, Deir Ammar, Kfarhelda, Mishmish, and Tripoli.

### Overview

Circular Innovation Camps (I Camp) introduce young people from various municipalities to the principles, benefits, and practical applications of the circular economy. In collaboration with youth from [CUWA](#) and [CATCH](#), as well as community stakeholders, participants will form teams to identify local challenges and create strategies for optimizing the use of shared resources, promoting a more peaceful community. Winning teams will be awarded prizes, certificates, and recognition. The I Camp invites participants aged 15 to 30 to collaborate and develop small initiatives aimed at encouraging circular practices within their communities. Three I Camps will be organized in the North, in Tripoli, each spanning one day.

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

Until the end of January	#ICamp/ Day	#Hours per Day	Total hours
Area 1:	1	4	4
Area 2:	1	4	4
Area 3:	1	4	4

## Objectives:

- To empower the youth in North Lebanon by enhancing their knowledge and skills in sustainable living and circular economy practices.
- To equip participants with key points for implementing eco-friendly solutions and sustainable practices within their communities.
- To support participants in developing effective sustainability initiative tailored to their environmental goals and community needs

## Roles & Responsibilities:

- Assist facilitators in guiding group activities, ensuring active participation and understanding.
- Encourage teamwork and collaboration among participants during camp activities.
- Foster a supportive and engaging environment for participants to explore circular economy principles.
- Help prepare materials and set up camp sessions, maintaining an organized and functional space.
- Support in the coordination of team-building exercises and interactive sessions.
- Contribute to the collection and management of participant data, feedback, and camp documentation.
- Aid in organizing and executing the award ceremony, including distributing prizes and certificates.
- Enhance participants' experience by being a point of contact for queries or assistance throughout the camp.
- Promote sustainability awareness and community development through active involvement in camp initiatives.

## Scope of Work:

Volunteers at the Circular Innovation Camps (I Camp) will play a crucial role in supporting facilitators, assisting with group activities, and ensuring the smooth execution of camp sessions. They will help foster a collaborative and engaging environment where participants, aged 15 to 30, can explore circular economy principles and work together to develop community-focused initiatives. Responsibilities include preparing materials, coordinating interactive sessions, encouraging teamwork, collecting feedback, and assisting with the award ceremony. Volunteers will enhance participants' experience and contribute to promoting sustainability awareness throughout the I camp.

## Deliverables:

In addition to the mentioned above the selected volunteers will be responsible for consolidating the insights generated during the workshop into one comprehensive report/document:

*The report should include the following:*

- ICAMP Overview
- Brief team description
- Participant Initiatives
- Challenges & Recommendations

## Qualifications:

- The applicant should have a basic knowledge in the circular economy.
- The applicant should have a passion for assisting and making change
- The applicant should have good communication skills.

## Evaluation Criteria:

The service provider will be selected based on:

- Relevant experience.
- Certificates.
- 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)

#### **How to Apply:**

To apply, please submit the following documents via email to [firas@injaz-lebanon.org](mailto:firas@injaz-lebanon.org) and [Joseph.a@injaz-lebanon.org](mailto:Joseph.a@injaz-lebanon.org) no later than November 06,2024. Please mention in the subject line **CLST-IL-00045- Call for Facilitator Assistant.**

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

#### **Submission Requirements**

##### **(CV):**

- Include a comprehensive CV that highlights your educational background, work experience, and relevant achievements.

##### **Certifications:**

- Attach copies of any recognized certifications in career services or related fields.

##### **Financial Proposal:**

- The financial proposal should include your **daily rate, inclusive of all costs.**

Thank you