

Call for Proposal

Training Coordinator

2025

I. About Financially Wise

Financially-Wise is a Lebanese NGO whose mission is to advance economic and financial capabilities of youth and to develop modern day educational tools for this purpose.

For the past two years Financially-Wise has committed its efforts to bridge the knowledge gap in core matters that impact the financial well-being and to promote citizen's engagement to public affairs through several digital learning initiatives and technical assistance.

II. Background information

Lebanon faces compounding crises that have significantly strained public service provision and existing governance systems. Municipalities, as the primary agents of local governance, are at the forefront of addressing these challenges. Citizens can play a central role in shaping the municipal response provided they are associated with its design and implementation. Unlike policies developed at the central level, actions and interventions designed and implemented by local authorities are perceived as more relevant to citizens for two reasons: (i) it directly affects their daily lives, (ii) citizens have better chances of influencing and benefiting from it.

A first step towards building this relationship between municipalities and citizens can be achieved through the promotion of fiscal transparency at the local level so that citizens are informed of how municipal resources are raised, allocated and spent and by putting in place participatory mechanisms.

The present project focuses on promoting fiscal transparency and citizen engagement at the local level by creating awareness on Public Financial Management, fiscal transparency and participatory budgeting through training and capacity building targeting municipal staff and elected members across Lebanon. The intervention is expected to develop the knowledge and skills of local authorities on the mentioned topics and guide municipalities through the design and implementation of a fiscal transparency and public participation tool.

This project is implemented under the "Building Integrity and National Accountability in Lebanon" project (BINA').

III. Scope of Work

The overall outcome of this project is to improve and raise the awareness of local authorities on fiscal transparency and participatory budgeting and equip them with the knowledge and know-how to put in place more transparent practices, ultimately paving the way for citizen participation and better accountability.

The activities under these TORs include:

- Analyzing all the necessary documents/training modules/studies and reports to fully understand the ground situation at the municipal level.
- Carrying out stakeholder analysis to bring out the roles and responsibilities of key players and institutions, mainly municipalities and UoMs, etc.
- Coordinating training workshops including follow-up on invitation, list of participants, evaluation.
- Supporting the development and dissemination of toolkits and training materials for fiscal transparency and public financial management.
- Ensuring alignment of activities with the objectives of sub-grant actions, including promoting fiscal transparency initiatives and participatory budgeting.

IV. Expected Deliverables ;

1. Training agenda
2. Training toolkit
3. Training evaluation form
4. Preparation and coordination of training sessions
5. A brief training report after the completion of each training workshop summarizing the main evaluation and recommendations

V. Qualifications

1. Education:

- BA or MA in education, social sciences, economics or a relevant field.

2. Experience:

- Five to ten years of working experience in capacity development and training
- Knowledge of the context of the Lebanese Public Administration and Municipalities
- Understanding of Public Finance systems and practices in general with focus on local governance, and administrative process in the public sector etc.
- Strong research and analytical skills
- Excellent communication and writing skills
- High level competence in Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook; Google form, etc.

- Excellent command of English and Arabic (spoken, read and written), French is a plus.

VI. Indicative timeline

The assignment will take place between February and September 2025, for a total number of working days estimated to **8 days**.

VII. How to Apply

Interested Individuals are requested to submit the following documents:

- CV
- Financial Proposal
- MoF registration number (if applicable)

Deadline: Friday, February 28, 2025

Submission: Please submit the required documents to the following email address: admin@financially-wise.org with the subject “Expert in Public Financial Management”.