

Request for Proposal
Terms of reference

Subject: Request for Proposal – Communication and Presentation skills trainer.
Reference: CLST-IL-00030
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 Minaa, Bourj El Yahudiyeh, Deir Ammar, Kfarhelda, Mshms, 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. INJAZ Lebanon is seeking **experienced trainers for a two-day workshop on Communication and Presentation Skills**. This training will focus on enhancing participants' ability to deliver compelling and professional pitches, improving their communication skills, and guiding them in crafting persuasive narratives around their prototypes and solutions. The goal is to empower participants with practical skills to effectively pitch their ideas to potential investors, stakeholders, and judges, thereby increasing their chances of success in the incubation phase and fostering sustainable development within their local communities.

Workshop Overview

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

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

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

Objectives

- To develop guidelines (questions) the teams should answer through the presentation and the time management through the presentation.
- To support the participants in presenting their project ideas in a unique way (the hook).
- **To finalize and review the presentations developed by each team.**
- To empower participants with effective presentation and communication skills, enabling them to deliver compelling and professional pitches to potential investors, stakeholders, and judges.
- To equip participants with practical techniques for structuring and delivering impactful presentations, focusing on clarity, engagement, and confidence, to help them effectively convey their ideas and solutions.
- To foster a deeper appreciation and understanding of storytelling and persuasive communication, enabling participants to craft persuasive narratives and pitches that highlight the value and impact of their prototypes, motivating their audience to support their initiatives.

Scope of Work

The Communication and Presentation skills trainer is expected to cover the following key areas in the training sessions:

The workshop will equip participants with the essential skills to deliver impactful presentations and communicate their ideas effectively. Participants will gain a solid understanding of effective communication principles, learn techniques for structuring and delivering engaging presentations, and develop confidence in public speaking. They will also master the art of crafting compelling pitches that highlight the unique value propositions of their solutions. Through practical exercises and feedback, with the help of the trainer, participants will refine their presentation skills and be well-prepared to deliver successful pitches.

Role and Responsibility

The role and responsibilities of the Communication and Presentation skills trainer would be outlined as follows:

- **Developing a comprehensive and practical curriculum** focused on presentation and communication skills, tailored to the needs of the semi-finalists from the CATCH track.
- **Delivering engaging and interactive training sessions** that emphasize the real-world application of effective presentation techniques and communication strategies.
- **Guiding participants through the process of crafting and delivering compelling pitches**, including structuring presentations, using visual aids, and addressing potential challenges.
- **Facilitating discussions and activities** that encourage participants to apply learned presentation and communication principles to their specific project pitches.
- **Providing individualized support and feedback** during the practice pitch and event day, helping participants to develop and refine their presentation skills and pitches.

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 Communication, Public Relations, Business, Education, or a related field, with demonstrated experience in training or coaching presentation and communication skills.
- The applicant should have at least 4 years of relevant work experience in training or coaching presentation and communication skills.
- Any recognized certifications in communication, public speaking, or related fields are a plus.
- The applicant should have strong communication skills, empathy, and the ability to motivate individuals.
- Ability to multi-task and to 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.
- Technical proposal outlines the methodology and the given content.
- 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.

Financial Proposal:

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

Technical Proposal:

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

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-00030- Communication and Presentation skills**. Quotations that are received by INJAZ Lebanon after the deadline mentioned above, for whatever reason, shall not be considered for evaluation.



Thank you