

Request for Proposal  
Terms of reference

Subject: Request for Proposal– Waste Management and Recycling Expert  
 Reference: CLST-IL-00031  
 Posted Date: September 11, 2024  
 Deadline: September 20, 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, Mishmish, and Tripoli.

**Overview**

INJAZ Lebanon is seeking an experienced Waste Management and Recycling Expert to provide one-on-one coaching sessions to semi-finalists of CATCH track teams. These teams are focused on innovative projects that transform waste materials into valuable resources, specifically turning **plastic bottles into 3D printing filaments** and **converting paper and carton waste into eco-briquettes**. The expert will guide the teams through the technical and practical aspects of their waste-to-resource projects, ensuring that their solutions are scalable, sustainable, and aligned with circular economy principles. The goal is to equip the teams with the necessary knowledge and guidance to seamlessly design, prototype, and implement their projects, ultimately maximizing their impact and contribution to environmental sustainability.

**Coaching Overview**

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

	#Sessions	#Hours per Day	Total hours
<b>2 teams</b>	<b>3/team</b>	<b>2</b>	<b>12</b>

- The one-on-one sessions are designed to equip up to 2 semi-finalists teams from the CATCH track. The coaching phase will consist of up to 3 training sessions per team of 2 hours each, totaling 12 hours - These Training will happen in INJAZ Office - North Lebanon - Tripoli.

## Objectives

- To provide personalized coaching to each team, addressing their specific needs in waste-to-resource transformation projects.
- To offer technical advice on the design, development, and optimization of their waste-to-resource solutions, ensuring their prototypes are functional, reliable, and scalable.
- To guide teams in efficiently managing resources, including materials, budget, and time, to maximize the impact of their projects.
- To ensure that the teams' projects are aligned with circular economy principles, promoting sustainability and resource efficiency.
- Connecting the participants with businesses with a similar model would be an added value.

## Scope of Work

The **Waste Management and Recycling Expert** will be responsible for delivering a comprehensive and tailored coaching experience for each participating team. Upon the selection of the teams, the expert will prepare a **detailed outline** for the coaching sessions, customized based on the specific needs and goals of each team as identified through a needs assessment conducted by INJAZ Lebanon. The service provider will manage the entire coaching process from planning and execution to ongoing monitoring, ensuring a cohesive and results-oriented approach. The expert will guide the teams in developing a clear prototype and deepening their understanding of the technicalities required for their waste-to-resource projects. In addition to providing technical guidance, the expert will ensure that the coaching sessions are aligned with sustainability and circular economy principles, and that they are practical and actionable, equipping the teams with the necessary skills to successfully implement their projects within the given timeframe.

## Role and Responsibility:

- Develop a customized coaching plan for each team, addressing the unique technical aspects of their projects.
- Provide in-depth guidance during each session, ensuring that participants make significant progress towards developing a working prototype and gain a clear understanding of the technical requirements of their projects.
- Offer continuous feedback and support throughout the sessions, helping participants troubleshoot issues, refine their project designs, and align their work with sustainability and circular economy principles.
- Ensure that the coaching sessions result in actionable outcomes, with teams equipped to implement their projects effectively and sustainably.

## Deliverables

In addition to delivering the coaching sessions, the selected expert will be responsible for consolidating the insights, and recommendations, generated during the sessions into **one comprehensive report/document**:

### The report should include the following:

- Coaching Sessions Overview
- Participant Profiles
- Coaching Objectives
- Content Covered
- Attendance and Participation
- Challenges and Successes
- Recommendations (to generate a guideline agreed upon with the team members).

## Qualifications

- The applicant should have a degree in Environmental Sciences, Waste Management, Engineering, or a related field
- The applicant should have at least 5-7 years of work experience in solid waste management with the focus on waste to resource projects. **If the applicant has a startup/business in this field, it would be considered as a plus.**
- Demonstrated experience in coaching and mentoring teams or individuals, with the ability to tailor coaching strategies to meet specific needs of diverse groups
- The applicant should have strong organizational skills, attention to detail, and the ability to motivate individuals.
- Ability to multi-task and work a flexible or alternative workweek schedule based on project needs.
- Availability to deliver the workshops starting mid-September till mid-October, 2024.

## Evaluation Criteria

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- Certificate
- 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)

## 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 **Waste Management and Recycling Training.**

## 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 September 20,2024. Please mention in the subject line **CLST-IL-00031 - Waste Management and Recycling Expert.**

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

Thank you