

Request for Proposal Terms of reference

Subject: Request for Proposal– Soap Making Expert
 Reference: CLST-IL-00033
 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

Catalyzing Youth Shaping Transformation is a dynamic program designed to ignite positive change among North Lebanon's youth, with a specific focus on gender dynamics and community building in sustainability. 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 Soap Making Expert to provide one-on-one coaching sessions for two teams from the CATCH track. The team is developing a natural soap and detergent line, utilizing eco-friendly ingredients and a circular model. They are looking to expand their product line with innovative packaging and need to refine their business model for sustainable growth.

The goal of the coaching is to provide the team with the necessary skills to perfect their soap production processes, improve product quality, and develop a sustainable, eco-friendly product line that aligns with circular economy principles. The expert should also provide guidance on branding, quality control, sourcing sustainable ingredients, and preparing the business for market entry.

Coaching Overview

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

Details	#Sessions	#Hours per Day	Total hours
1 team	3/team	2	6

- The one-on-one sessions are designed to equip up to 1 semi-finalist team from the CATCH track. The coaching phase will consist of up to 3 training sessions per team of 2 hours each, totaling 6 hours. The sessions will be held in INJAZ North Office (Tripoli) and one of them in the field in the Deir Ammar area (North Lebanon).

Objectives

- To enhance the team's understanding of soap-making techniques, ensuring consistent product quality and scalability.
- To provide expert guidance on developing innovative and sustainable packaging solutions using eco-friendly materials or models.
- To assist the team in sourcing natural ingredients sustainably and ensuring their supply chain is eco-friendly.
- To guide the team in building brand recognition and developing a go-to-market strategy that highlights the eco-friendliness of their products.
- To help the team develop a strategy for obtaining necessary quality assurance certifications to meet market standards.

Scope of Work

The **Soap Making Expert** will be responsible for providing in-depth guidance on the technical aspects of soap manufacturing. This includes refining production processes, ensuring the consistency and quality of soap formulations, and advising on the use of natural ingredients. The expert will work closely with the team to help them improve their soap-making techniques, troubleshoot production challenges, and optimize product formulations for performance and sustainability.

The expert will design a tailored coaching outline, focusing on production processes such as ingredient sourcing, formulation adjustments, quality control, and scaling the production for commercial use. Special attention will be given to using eco-friendly and sustainable materials, ensuring that the soap-making process minimizes environmental impact. The expert will also assist in implementing best practices for hygiene, safety, and compliance with industry standards.

Also, the expert is required to assist the team in refining their business model, focusing on sustainable practices, pricing strategies, market positioning, and customer acquisition. Help them integrate circular economy practices within their supply chain and product life cycle to enhance long-term business sustainability.

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 proven experience in Soap making or natural detergent production, with a minimum of 5 - 7 years of experience in product development and formulation.
- The applicant should have experience working with Startups, SMEs, or entrepreneurs. **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)

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 20,2024. Please mention in the subject line CLST-IL-00033 - Soap Making Expert.

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.

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.

Thank you