



Terms of reference Request for Proposal

Subject: Call for Trainer – Plastic Waste Recycling Expert
Reference: CLST-IL-00050
Posted Date: Nov 26, 2024
Deadline: Nov 29, 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 Plastic Waste Recycling Expert to provide one-on-one coaching sessions for one finalist team from the CATCH track. The team is working on plastic waste recycling. The priority in this phase is to ensure that each team has a list of the right equipment and materials needed for the implementation of their projects. Also, to ensure that they have a robust and well-defined operational plan. The expert will also focus on optimizing the team's technical knowledge and strategic approaches to ensure effective implementation. In addition, the team must prioritize their activities according to the project's timeline.

Coaching Overview

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

	Hours/team	Total Hours
1 team	10	10

- The one-on-one coaching sessions are designed to equip up to two finalist teams from the CATCH track. Each team will receive up to 10 hours of coaching, which may be divided across multiple sessions at the discretion of the coach to meet the specific needs of each project. These sessions will primarily take place at the INJAZ office in Tripoli, North Lebanon, but will also include on-site visits where the projects are being implemented to provide practical, hands-on guidance. The total coaching hours may be increased if the INJAZ team identifies a need for additional support to ensure the successful implementation of each project.

Objectives

- Optimize recycling processes by identifying and implementing best practices for shredding, compressing, and processing plastic waste.
- Improve product design and quality to ensure that recycled plastic products meet industry standards and have a competitive edge in the market.
- Develop a scalable operational plan, including task allocation, scheduling, and streamlined workflow to set up and manage production effectively.
- Enhance understanding of sustainable material management, including waste sorting, contamination control, and efficient use of resources.
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Scope of Work

The **Plastic Waste Recycling Expert** will be responsible for delivering focused, hands-on coaching to support the team in the incubation phase, emphasizing practical implementation, procurement, operational planning, and role distribution. Prior to the coaching sessions, the expert will conduct a thorough needs assessment for the team to identify specific gaps and requirements. Based on this assessment, the expert will develop a tailored agenda, ensuring that each session is relevant and actionable. The team will receive a total of 10 hours of one-on-one coaching, which the expert may divide among sessions as deemed necessary to best meet the team's needs. Field visits will be integrated into the coaching to monitor progress and provide on-site guidance. During the first session, the expert will work with the team to create a detailed list of tools and materials necessary for project launch, including budget estimations and potential suppliers. Additional field visits will be scheduled as needed to assist the team with setup and troubleshooting. The expert will ensure that all coaching aligns with sustainability and circular economy principles, equipping the teams for effective and sustainable project implementation within the incubation period.

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 **two comprehensive reports/documents**.

The first one is a **progress report** delivered midway through the coaching sessions and the second one, the **final 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 Product Design, preferably with experience in designing products from sustainable materials and waste materials (fabric, wood, etc.).
- The applicant should have at least 5-7 years of 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-November till mid-December, 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 November 29, 2024. Please mention in the subject line CLST-IL-00050 - Plastic Waste Recycling 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 Plastic Recycling Training.

Thank you