



Terms of reference
Request for Proposal

Subject: Call for Trainer – Sustainable Agriculture Expert
Reference: CLST-IL-00052
Posted Date: NOV 18, 2024
Deadline: NOV 22, 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 Sustainable Agriculture Expert to provide one- on- one coaching sessions to the finalists of CATCH track teams. The teams have projects in two main categories: **soilless, hydroponics agriculture**, and **composting**. 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
2 teams	10	20

- 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

- Work closely with each team to complete an accurate list of required materials, ensuring the selection of appropriate items that serve the implementation of the project and aligns with the assigned budget per team.
- Guide teams in creating a clear operational plan for their projects, including timelines, key milestones, and task assignments to streamline project execution.
- Provide in-depth knowledge on hydroponics, soilless agriculture and composting methodology, helping teams understand the best practices, and how to mitigate expected challenges.
- Ensure the teams incorporate principles of sustainability and circular economy, focusing on resource efficiency, waste reduction, and sustainable production methods.
- Help teams maximize productivity by advising on effective resource allocation, maintenance, and cost-saving practices.

Scope of Work

The **Sustainable Agriculture Expert** will be responsible for delivering focused, hands-on coaching to support each 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 each 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. Each 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 each 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 teams 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

- Perform a comprehensive needs assessment for each team before coaching begins, identifying gaps in knowledge, equipment, and planning.
- Design a customized agenda based on the needs assessment, prioritizing project goals and incubation phase objectives.
- During the first coaching session, collaborate with each team to compile a list of required tools, materials, and equipment, along with budget estimates and potential suppliers to support efficient procurement.
- Assist each team in developing a clear operational plan, including role distribution and task allocation, to streamline project implementation.
- Conduct field visits both for initial assessment and to support teams with equipment setup and project execution as required.
- Offer continuous feedback throughout the coaching period, assisting teams in troubleshooting, refining project designs, and aligning efforts with sustainability and circular economy principles.

- Compile an accessible and practical guideline for the teams, covering all essential technical areas such as fertilization, irrigation, sustainable pest management, crop rotation and soil health management. This guideline should provide step-by-step guidance to aid in day-to-day project operations.

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 diploma in Agricultural Engineering or Sustainable Agriculture
- The applicant should have at least 5-7 years of work experience in sustainable agriculture, soilless farming, composting, water resources management, with a proven track record of successfully implementing agricultural projects and providing technical coaching in this domain. **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 22, 2024. Please mention in the subject line **CLST-IL-00052- Sustainable Agriculture 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 **Sustainable Agriculture** Training.

Thank you