

Terms of Reference

For the specific task of:

Advanced Leadership skills - 2023 -

Terms of Reference

DOT Lebanon is an organization launched in Lebanon since 2010 with headquarters in Ottawa, Canada, working towards enabling people to access and apply information and communication technologies (ICT) to create education, economic and entrepreneurial opportunities. We empower young people, entrepreneurs, schools, and SMEs with the business, digital and life skills to start businesses, find jobs and generate income.

Digital Opportunity Trust Lebanon is seeking the services of a consultant(s) specialized in providing Advanced Leadership skills for three consecutive days for Senior Management, Area Managers, and some key positions. This will enhance the leadership skills and capabilities of our management team. The training will be held at the end of September 2023 at DOTLebanon's premises.

The selected consultant(s) should have experience with scope of work within the NGO/INGOs sector.

The training should enhance participants':

- Advanced leadership techniques
- Strategic thinking
- Decision-making skills
- The ability to drive organizational excellence
- The capacity to lead change in an organization and lead a significant growth in the market and in the sector of Humanitarian organizations and Development ones.

The chosen consultant(s) will be responsible for the following tasks:

- Develop a training that is specifically tailored to the needs and challenges of our participants including effective ways to supervise, manage the overall performance of staff, coach and mentor team members, and motivate & inspire teams
- Deliver engaging and interactive training sessions that go beyond theoretical concepts (such as using case studies, real-world examples, group discussions and others)
- Deliver practical tools, techniques, and frameworks and this might include methods for effective delegation, time management, performance feedback, and goal setting
- Enhance communication skills, both within the team and across the organization
- Address constructive strategies for conflicts and collaborative problem-solving approaches
- Address how to lead teams through transitions effectively
- Emphasize the importance of emotional intelligence in leadership role

The applying entity should submit a **detailed** and **financial proposal** including:

- Experience and expertise in Leadership Trainings for Senior & Top Management within the NGO/INGOs sector
- Quality and relevance of past work with NGO/INGOs.
- Advanced degree in the related field
- Minimum of 7 years of relevant professional experience in delivering trainings
- Strong communication and presentation skills
- Proficiency in written English and Arabic

SUBMISSION PROCEDURE:

The entity applying for this bid can be a consultant(s), company, or an NGO.

Thank you for providing us with the below mentioned documents:

- Commercial Circular
- Commercial Certificate
- Financial Registration Certificate
- Tax registration number & certificate
- Identification Card of the persons mentioned in the circular
- Three client references from the past 2 years related to similar projects (names, email, phone). These references should be available for a reference check by DOT Lebanon.
- Portfolio
- Payment Terms (Cash, cheque, transfer)
- Offer Validity
- Bank Information
 - Bank Name:
 - Branch:
 - Account Holder Name:
 - IBAN:
 - Swift Code:

All documents should be clearly labeled so it is clear to understand what each file relates to.

An authorized representative of the service provider must sign, stamp, and date the bid, and other relative documents accompanying it.

1. The offer shall remain firm for 30 days from the closing date
2. Submitted in English language, to the following email address: procurementlb@dotrust.org with the subject line: "Organization Name" - Leadership Training
3. Received to the address before **September 17, 2023** at **12:00 PM**

For queries please contact the HR Senior Officer at hrlebanon@dotrust.org