

Terms of reference  
MACAN-IL-00073

Subject: Call for Trainer – Sewing Instructor  
Reference: MACAN-IL-00073  
Posted Date: 21.11.2023  
Deadline: 28.11.2023

**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.

**Overview**

INJAZ Lebanon is seeking qualified trainers to conduct Training in the Sewing Sector in Tripoli Municipality. We invite experienced professionals to submit proposals for their services in line with the outlined training details below.

**Workshop Overview**

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

Municipalities	Classes	Days	Hours per Day	Total hours
Tripoli	Class 1 -AM	9	2	18
Tripoli	Class 2 - PM	9	2	18
<b>Total</b>	<b>2 classes</b>	<b>18 Days</b>		<b>36 Hours</b>

\*This training is designed for Tripoli residents who are beginners in the field of sewing.

**Objectives:**

The objective of this project is to provide comprehensive sewing training to men and women residing in the Tripoli area. By offering detailed instruction in all aspects of sewing, the project to empower participants with the necessary skills and knowledge to become proficient in this craft. Additionally, the project aims to foster inclusivity by welcoming individuals. It recognizes the diversity within the community and provides an opportunity for people from different backgrounds to come together, learn from each other, and develop a shared passion for sewing.

**Scope of Work:**

**The instructor will be responsible for giving the following topics:**

2 Cycles, 9 sessions for each cycle, 3 times per week, 2 hours per session during one month.

- Introduction to Sewing
- Sewing Machine Operation
- Fabrics and Notions
- Basic Sewing Techniques
- Introduction to Patterns
- Hand Sewing Techniques
- Basic Alterations and Repairs
- Simple Sewing Projects (We will help the trainees to sew simple or prototype).

**Role and Responsibility:**

The Sewing Instructor will be responsible for preparing and administering the training material of the tailoring training curriculum in compliance with the project objectives and timeline. Moreover, the sewing Instructor will be responsible for reporting on the training progress and overall performance on time.

- Prepare and develop the training curriculum, exercises, and pre/post-assessment content.
- Administer the training curriculum within the agreed-upon project timeline.
- Work closely with the project team to ensure a smooth implementation of the training curriculum in specific and the project in general.
- Follow up with project participants on their progress.
- Submit a final report that summarizes the outcome of the administered training.
- Conduct a brainstorming session with the participants to agree on a product to be produced as a final project of the participants.

**Deliverables:**

In addition to facilitating the workshop, the selected Instructor will be responsible for consolidating the insights, recommendations, and action plans generated during the workshop into one comprehensive report/document.

**The report should include the following:**

1. Workshop Overview.
2. Participant Profiles.
3. Workshop Objectives.
4. Content Covered.
5. Attendance and Participation.
6. Challenges and Successes.
7. Recommendations.

**Qualifications:**

- The applicant should have a certificate in sewing education.
- The applicant should have at least 2 years of relevant work experience as a sewing instructor.

- The applicant should have good communication skills, empathy, and the ability to motivate individuals.
- Ability to multi-task and to work a flexible or alternative workweek schedule based on project needs.
- Availability to deliver the workshops starting the month of October

#### **Evaluation Criteria:**

The service provider will be selected based on:

- Qualifications
- 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.

##### **Certifications:**

- Attach copies of any recognized certifications in Sewing or related fields.

##### **Financial Proposal:**

- The financial proposal should include your **hourly rate, inclusive of all costs.**

#### **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 **28.11.2023**. Please mention in the subject line **MACAN-IL-00073-Sewing Instructor**.

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

Thank you