

Terms of reference
MACAN-IL-00074

Subject: Call for Trainer – Handcrafts Instructor
Reference: MACAN-IL-00074
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 Handicrafts Sector in 4 Municipalities. 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	Hand Craft Type	Days	Hours per Day	Total hours
Tripoli	Class 1 -AM	Macrame	9	2	18
Tripoli	Class 2 - PM	Puppets	9	2	18
Al Mina	Class 3 - PM	Puppets	8	1.5	12
Burj Al Yahudiyeh	Class 4 -AM	Drawing on Glass	10	1.5	15
Burj Al Yahudiyeh	Class 5 - PM	Crochet	10	1.5	15
Mshmsh	Class 6	Crochet	10	2	20
Total	6 classes		56 Days		98 Hours

*This training will be suitable for residents of each municipality who are beginners and advance in the field of sewing.

Objectives:

The objective is to offer a thorough and inclusive training program in handicrafts to both men and women in the above areas. The project's focus is to provide participants with detailed instruction covering all aspects of handicrafts, with the ultimate goal of empowering them to acquire proficiency in this craft.

Scope of Work:

The training is divided into six classes, each accommodating approximately 15 participants (Details in the above table)

- Curriculum Development: Develop a comprehensive and structured curriculum for the handcrafts training program. The curriculum should cover various techniques, tools, materials, and project-based learning activities. It should be tailored to different skill levels, from beginners to advanced learners.
- Training Materials and Resources: The trainer should create training materials and resources necessary for the program. This may include instructional guides, handouts, visual aids, samples, and other supporting materials.
- Training Sessions: These sessions should be interactive, hands-on, and engaging, allowing participants to practice and refine their skills.

Role and Responsibility:

The handcraft Trainer will be responsible for preparing and administering the training material of the handcraft training curriculum in compliance with the project objectives and timeline. Moreover, the handcraft Trainer will be responsible for reporting on the training progress and overall performance in a timely manner.

- Prepare and develop the training curriculum, exercises, and pre/post assessments 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 individual progress.
- 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 trainer 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 handcraft education.

- The applicant should have at least 2 years of relevant work experience as handcraft 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 handcraft 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 and Joseph.a@injaz-lebanon.org no later than **28.11.2023**. Please mention in the subject line **MACAN-IL-00074-Handcraft Instructor**.

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

Thank you