

Terms of reference
MACAN-IL-00094

Subject: Call for Trainer – Capacity Building Trainer
Reference: MACAN-IL-00094
Posted Date: 10.12.2023
Deadline: 14.12.2023

ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organisation, 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 an experienced Capacity-building trainer to conduct a series of workshops in the municipality of Kfar-Helda – North Lebanon. The training program is divided into six workshop days of 6 hours each. The first four days will cover Capacity Building and collaborative playwriting, aiming to create a play about relevant issues students face (like bullying etc., to be decided with the trainer). In the remaining two days, preparations will be made to perform the play that will be acted out by the participants/students with the organization and assistance of the trainer in a ceremony organized by the municipality.

Workshop Overview

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

Municipalities	Classes	Days	Hours per Day	Total hours
Kfar-helda	1 Class	6	6	36

*This training will be suitable for students of Kfarhelda.

Objectives of the Training:

The training program seeks to achieve the following objectives:

- Equip participants with essential Capacity Building to address and navigate challenges, focusing on relevant issues faced by students.
- Develop social skills, and enhance self-esteem.
- Improve communication skills and foster a cooperative environment.
- Contribute to the enhancement of the overall well-being and resilience of the participants.

Topics that should be covered:

1. Capacity Building for Addressing Student Issues:
 - Conflict resolution
 - Decision-making skills
2. Social Skills Development:
 - Effective communication and active listening
 - Teamwork and collaboration
3. Self-Esteem Building:
 - Recognizing and appreciating individual strengths
 - Building confidence and self-worth
4. Inclusive Communities:
 - Understanding diversity and fostering inclusivity
 - Creating an environment of acceptance
5. Communication Skills:
 - Verbal and non-verbal communication skills
 - Conflict resolution and effective communication strategies

Scope of Work

The training will be divided into 3 phases, and the trainer will be responsible for the following phases:

Phase 1 – Workshop Training – Days 1, 2, 3, and 4.

- The trainer will lead engaging workshops with interactive and participatory elements, including practical exercises and group activities.
- Focus on helping participants collaboratively create a play addressing a relevant issue.
- Provide guidance and support throughout the playwriting process.

Phase 2 - Preparations – Day 5 and 5.5 hours from day 6.

- Prepare participants for the play's performance in a ceremony organized by the municipality, with the trainer offering assistance and organization.

Phase 3 – Theatrical Performance Day / Play Day – 30min – Day 6:

- The trainer will accompany participants throughout the day of the theatrical performance, providing help and encouragement to perform beautifully and accurately in front of the village people.

Role and Responsibility of the Trainer:

- Develop a comprehensive Capacity Building content based on the specified topics.
- Facilitate collaborative playwriting sessions addressing the identified issue.
- Provide constructive feedback and support throughout the training period.
- Assist in preparations for the play performance ceremony.

Deliverables:

- Curriculum outline and workshop materials.
- Active participation and engagement of all participants.
- Facilitate the creation of a play addressing the identified issue.
- Assist in preparations for the play performance ceremony.
- Provide a report summarizing the training, **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:

- Professional Experience:
 - Proven experience as a Capacity Building trainer, with a minimum of 3 years of conducting workshops and training sessions.
- Expertise in Relevant Areas:
 - Demonstrated expertise in Capacity Building training, conflict resolution, and collaborative playwriting.
- Organization and Planning:
 - Strong organizational and planning skills to manage the logistics of the training program and play performance ceremony.
- Availability:
 - Availability to deliver the workshops before Jan 20, 2024.

Evaluation Criteria:

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- 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 **14.12.2023**. Please mention in the subject line **MACAN-IL-00094- Capacity Building Training**.

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 Capacity Building services or related fields.

Technical Proposal:

- Suggest a proposed outline and content that aligns with the objectives of the Capacity Building workshop.

Financial Proposal:

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

Thank you