



## Short term assignment – Terms of Reference

### National Carpentry design expert for trainings

#### Position description

<b>Object</b>	National Carpentry design expert for trainings (Menieh SMEs)
<b>Activity reference</b>	<p><b>Output 3.3 Economic growth potential and resilience of the local economy hosting target groups enhanced</b></p> <p>Ref/activity #: ME3/3.3.5-3.3.6</p>
<b>Project background</b>	<p>MASAR for Local Governments is a programme funded by the EU MADAD trust fund and implemented in Lebanon and Iraq. The overall aim of the program is to strengthen the long-term resilience of targeted subnational governments and their host, refugee and IDP populations to deal with displacement.</p> <p>MASAR has three objectives:</p> <ul style="list-style-type: none"> <li>- To improve the capacities of subnational governments to engage in holistic, area-based planning and consider different scenarios that respond to the needs of the host, refugee, and IDP populations.</li> <li>- To improve service delivery to generate greater social stability outcomes based on the needs of host, refugee and IDP populations.</li> <li>- To empower subnational governments and service providers to facilitate local economic development and to have better access to municipal investment that benefit the extension of safe public services and create economic opportunities for host, refugee and IDP populations.</li> </ul> <p>In the area north of Tripoli under the coordination of ACCD, MASAR supports two Unions of Municipalities: Menieh in the Governorate of North Lebanon, and Oussat wa Sahel al Qaytaa in the Governorate of Akkar.</p>
<b>Geographical scope of the assignment</b>	<ul style="list-style-type: none"> <li>• Union of Menieh (North Lebanon)</li> </ul>
<b>Specific background materials</b>	<ul style="list-style-type: none"> <li>• MASAR information package.</li> <li>• Wood sectoral analysis in Menieh and Bebnine report</li> </ul>
<b>Aim and scope of this assignment</b>	Under Specific Objective three MASAR project aims to contribute to Local Economic Development and increase employment opportunities and job creation for host and refugee communities.



	<p><u>Assignment:</u></p> <p>During the last six-month period, ACCD led a sectorial analysis that targeted the wood and carpentry sector in the Menieh Union of Municipalities. This study aimed to evaluate the industry's economic condition, identify its feasible development scenarios, and activities to support the sector. Based on the report's findings, the experts recommended a complete capacity-building program for SMEs to equip them with the necessary tools and know-how to keep pace with business development, sustain the sector within the current crisis and achieve overall industry development.</p> <p>The aim of the assignment is to capacitate wood and carpentry workshops/SMEs through AutoCAD training and other design tools to enhance their business prospects. The expert needs to:</p> <ul style="list-style-type: none"> <li>• Develop the technical skills of the participants.</li> <li>• Provide them the technical support to improve the product quality potential.</li> <li>• Ensure learning through an action approach.</li> </ul> <p>This consultancy will run in parallel with complementary training for the Menieh wood and carpentry SMEs on digital marketing tools and practices. The experts are expected to collaborate, align the approach and share their findings.</p>
<p><b>Key Responsibilities</b></p>	<p>The expert/firm will be responsible for:</p> <ul style="list-style-type: none"> <li>• Review of the wood &amp; carpentry sectoral analysis report.</li> <li>• Prepare a comprehensive wood &amp; carpentry design training plan including CAD.</li> <li>• Develop training curricula for wood &amp; carpentry SMEs.</li> <li>• Conduct the training sessions.</li> <li>• Conduct project design hands-on sessions linked to the work of the participants.</li> <li>• Recommend a list of hardware (machinery) and software (design tools and computer programmes) for SMEs' support.</li> <li>• Coordinate with other MASAR consultants under the supervision of ACCD, particularly the experts conducting complementary training for Menieh carpentry SMEs;</li> <li>• Liaise with the key stakeholders (ministerial offices, municipal representatives, local community, cooperatives) under the guidance of ACCD;</li> <li>• Draft the required reports with actionable, realistic recommendations</li> </ul>
<p><b>Main activities</b></p>	<p><b>Output 1: Set up the training preparation plan:</b></p> <ul style="list-style-type: none"> <li>• Review the wood and carpentry report and recommend, if necessary, any other issues related to the design and CAD training.</li> <li>• Define profile of trainees and identify participants based on the database of Menieh carpentry sector (report provided by ACCD) and additional consultations. 20-30 trainees will be targeted.</li> </ul>



	<ul style="list-style-type: none"> <li>• Conduct a rapid training needs assessment for wood &amp; carpentry SMEs in Menieh.</li> <li>• Develop a design training plan (including AutoCAD) that includes objectives, expected results, and training materials and validate with the ACCD. The expert will present a programme detailing number of sessions, topics and total hours of training.</li> </ul> <p><b>Output 2: Design training programme and materials</b></p> <p>After validating the training plan with the ACCD, the expert will develop the training materials. The latter should be in Arabic and English versions and tailored to the profile of targeted participants. Orientative topics:</p> <ul style="list-style-type: none"> <li>• Introduction of the AutoCAD software.</li> <li>• User interface.</li> <li>• Design development, drawings, editing and printing.</li> <li>• Tools and commands.</li> <li>• 2D+3 D Modelling</li> </ul> <p><b>Output 3: Implementation of training sessions</b></p> <ul style="list-style-type: none"> <li>• Conduct the training workshop sessions.</li> <li>• Link the theoretical and practical training by providing a hands-on session for the targeted SMEs based on their work to achieve the learning through actions.</li> <li>• Provide ACCD recommendations on hardware and software that can technically support the SMEs in improving design.</li> </ul> <p><b>Output 4: Final report with recommendations</b></p> <ul style="list-style-type: none"> <li>• Draft final report of the consultancy with actionable recommendations (required skills, training, finances) for future activities (short-, mid-and long-term).</li> <li>• Lead a beneficiary/client debriefing session with the trainees presenting the main conclusions of the training sessions.</li> </ul>
<p><b>Outputs / Deliverables</b></p>	<p>The expert will submit the following deliverables:</p> <ul style="list-style-type: none"> <li>- Report on training needs, including identification of target groups and minimum requirements of trainees</li> <li>- Training program and curricula (Arabic and English)</li> <li>- Activity reports of trainings and M&amp;E means of verifications.</li> <li>- Hardware and software recommendations.</li> <li>- Final report.</li> </ul>
<p><b>Reporting requirements</b></p>	<p>The expert/firm will be contracted by KL on behalf of ACCD and therefore will work under the supervision of ACCD’s Front Officer and in close collaboration with the project team.</p>



	<p>When conducting training, the expert will collect 'participants' attendance sheets and draft workshop reports using the templates provided by ACCD.</p> <p>The expert will submit a summary weekly progress report to be reviewed in regular weekly meetings with the ACCD team.</p> <p>All contracting requirements will be supervised and managed by KL.</p>
<p><b>Minimum qualifications</b></p>	<p>The minimum qualifications and skills of the expert are:</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> <li>- Bachelor degree in Design, Architecture, Engineering or any other related field.</li> </ul> <p><u>Professional Experience:</u></p> <ul style="list-style-type: none"> <li>- Minimum 3 years experience in the wood and carpentry sector</li> <li>- Experience in teaching or training/coaching on design software, including AutoCAD.</li> <li>- Experience in developing lessons plan and curricula.</li> <li>- Experience in furniture design.</li> <li>- Experience in developing furniture designs shop drawings</li> <li>- Knowledge and experience in the area of intervention</li> <li>- Effective written and verbal communication skills.</li> <li>- Proficiency in report writing.</li> <li>- Proficiency in English and Arabic.</li> </ul> <p><u>Competencies:</u></p> <ul style="list-style-type: none"> <li>- Autonomy, creativity, pragmatism, and orientation towards results.</li> <li>- Reliability and professionalism: fulfilling obligations in a highly responsible manner.</li> <li>- Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender).</li> <li>- Attention to detail, proper information management.</li> <li>- Training and Coaching skills.</li> <li>- Tolerance and adaptability.</li> </ul>

**Terms and Conditions**

<p><b>Period of the assignment</b></p>	<p>40 days for a maximum period of 2,5 months form the signature of the contract (estimated from June-July 2022).</p> <p>Estimated days per output:</p> <ul style="list-style-type: none"> <li>- Output 1: 7 days</li> <li>- Output 2: 8 days</li> <li>- Output 3: 20 days</li> <li>- Output 4: 5 days</li> </ul>
<p><b>Selection</b></p>	<p>To be eligible for this assignment, the expert/firm submit an offer that will include a technical and a financial proposal.</p>



	<p>Technical proposal will contain:</p> <ul style="list-style-type: none"><li>- Short method statement (maximum 3 pages) with initial training contents and structure</li><li>- Sample training programme and materials conceived and conducted previously by the expert</li></ul> <p>The financial proposal shall indicate the proposed daily fee up to a maximum of 350EUR per day.</p>
<b>Relevant contact details</b>	<p>Enric Ibarz (ACCD Front Officer, Tripoli): <a href="mailto:enric.ibarz@gencat.cat">enric.ibarz@gencat.cat</a></p> <p>Nicole Szaroletta Ochando (Project manager, Barcelona): <a href="mailto:nicole.ochando@gencat.cat">nicole.ochando@gencat.cat</a></p>