

Terms of Reference (ToR)

Business Development Training (BDT)

Program Overview

LOST is implementing a project aimed at providing business development courses. This is a part of the project “To reduce the socio-economic drivers of irregular migration among Lebanese and Syrian refugee communities” implemented by IOM in Lebanon

Purpose of the Recruitment of Business Trainer

LOST is seeking to recruit a Business Trainer in Halba-Akkar for the Business Development Training Project (BDT). The trainer's main goal is to conduct tailored training sessions to equip participants with essential business skills, such as business planning, financial management, marketing, and operations.

Business Trainer Responsibility

The trainer will be responsible for:

- Customize and adapt the training content to suit the local context (Akkar) target audience (BDT beneficiaries), covering the following topics:
- Introduction of the project description, golden triangle, problem tree and value proposition canvas and business Model Canvas.
- Financial concepts and cost analysis for projects: Budgeting and expenses (fixed and variable costs- Specifying direct and indirect costs and pricing) and risk Management.
- Marketing strategy and basics-SWOT Analysis.
- Proposal writing. Project challenges and mitigation measures and exercises on the project presentation.
- Prepare pre/post-test and evaluation forms.
- Commit to training days, duration, and number of sessions.
- Commit to coaching and follow-up sessions as needed
- Provide progress training reports.
- Equip attendees with knowledge and skills to be able to prepare a business plan.
- Participate in juries – for pitching and beneficiaries’ selection.

Deliverables:



1. The trainer is expected to deliver 25 days across a 3-month period from May – June – July. Additional days may be required based on need.
2. The trainer will take part in a non-paid Training of Trainers delivered from LOST

Qualifications and Expertise:

The following qualifications and expertise are required for the expert:

- Bachelor's Degree in Business administration, Economy, or any other relevant field. A master's degree is an advantage
- Minimum 2-3 years of experience in coaching, training with proficiency in GET AHEAD curriculum
- A deep understanding of business concepts, training methodologies
- Proficient with Microsoft Word, Excel, PowerPoint and virtual training platform
- Excellent interpersonal and communication skills are crucial for effectively delivering trainings, engaging with trainees, motivate learners and handle group dynamics
- Fluency in Arabic and English.
- Recommendation letter and CVs to be submitted with the application