

Terms of Reference (TOR)

Ref# 008

Daily Meals Trainer for Cash for Work Project

1. Description

The project comprises three types of cash for work activities targeting 900 workers: food production activities, including the production and distribution of daily meals and preserves baskets to 500 vulnerable families in targeted neighborhoods; agricultural activities including urban farming, small-scale farming; and crafts activities. Food production activities and Agriculture will run for 5 cycles, while the craft activities will run for 4 cycles. Each cycle will start with a period of training, part of which will be technical, and will differ from one sub-activity to another, and part of which will be cross-cutting across all sub-activities, over two days. The latter part will include onboarding training on PSEA, code of conduct, non-violent communication, work ethics and well-being. Once training is complete, the workers will move on to the production phase.

2. Objectives

The main objective of this training is to enhance the capacity of CFW beneficiaries by providing them with the necessary knowledge and practical skills to:

- Understand and apply hygiene standards in food preparation.
- Prepare meals following safe and healthy cooking practices.
- Package and store food properly to ensure quality and safety.

3. Responsibilities

The trainer will be responsible for designing and delivering an interactive, hands-on training program that covers:

1. **Food Hygiene and Safety Standards:**
 - Personal hygiene for food handlers.
 - Cleaning and sanitization of kitchen tools and equipment.
 - Prevention of foodborne illnesses.
2. **Meal Preparation Rules and Techniques:**
 - Safe food handling practices.
 - Cooking techniques to preserve nutritional value.
 - Portion control and meal planning.
3. **Food Packaging and Storage:**
 - Best practices for food packaging to maintain freshness.
 - Appropriate storage conditions for different types of food.

- Labeling and expiration management.

4. Deliverables

- Training plan and agenda.
- Training materials and visual aids (presentations, handouts, etc.).
- Practical exercises and hands-on sessions.
- Pre- and post-training assessments to evaluate knowledge acquisition.
- Final report summarizing the training process, achievements, and recommendations.

5. Required Qualifications

- Proven experience in food safety, nutrition, or culinary arts.
- Previous experience in delivering training on food hygiene and preparation.
- Strong communication and facilitation skills.
- Knowledge of local food preparation practices is an advantage.
- Ability to develop interactive and practical training materials.

6. Duration and Location

The training is expected to take place for 15 days over 5 cycles (3 days per cycle) at Ruwwad Al Tanmeya premises. The trainer should ensure that all sessions are delivered in a participatory and engaging manner.

7. Application Process

Interested trainers should submit the following documents at Hoda.r@ruwwadaltanmeya.org

- A detailed CV.
- A brief training proposal, including a work plan and methodology.
- Financial offer- please fill the attached template.