



## TERM OF REFERENCE

### Consultancy for MSMEs' Business Trainer

#### Terms of Reference

JAFRA Foundation for Relief and Youth Development is a Palestinian youth organization working on a participatory approach to promote resilience in the Palestinian society in all its places of existence, starting with the role of the youth to assume their responsibilities towards their community and its just causes. In its work, the Foundation relies on humanitarian standards to carry out its activities with integrity, effectiveness, and consistency.

Jafra in partnership with Deutsche Welthungerhilfe e. V. (WHH), conducting a project supported by BMZ for “Strengthening women's livelihoods and increasing the resilience of vulnerable communities engaged in smallholder and subsistence farming” with a specific focus on the Palestinian camps in Beirut and in the South. For which the MSMEs' Business Trainer will be appointed for.

#### Objective

The primary objective of this position is to effectively facilitate the development and enhancement of businesses through a structured training program. Key responsibilities include conducting business assessments, developing tailored training outlines, delivering field training sessions, sharing training outline, collaborating with Jafra on training approaches, monitoring attendance, assisting in business plan development, participating in plan evaluations, and providing regular and final reports.

#### Qualifications and experience

The MSMEs' Business Trainer should have:

- Master's Degree in Economics, Business Administration, or another related field.
- Around 3 to 5 years of relevant work experience in MSMEs (mainly delivering similar trainings)
- Demonstrated experience in facilitating and managing MSMEs related trainings/programs.
- Strong interpersonal and facilitation skills
- Prior experience of working in the private sector would be an asset.
- IT skills, report writing and presentation skills.
- Excellent in written and spoken Arabic and English

#### Position Responsibilities

The MSMEs' Business Trainer will:

- Develop an assessment of the businesses based on the template developed by Jafra.
- Develop a clear outline of training sessions based on the need's assessment developed above, a clear schedule and timeline of trainings.
- Provide field training sessions.
- Agree with Jafra on the training approach and training outline.
- Monitor the attendance of beneficiaries and to report any issues to Jafra focal point.
- Support beneficiaries in developing their business plan template.
- Participate in the evaluation of submitted business plans.
- Provide monthly reports to Jafra Project Manager on the progress of the beneficiaries, attendance, pending issues and planned activities for the upcoming 2 weeks .



- At the end of the training cycle, provide Jafra Project Manager with a final report.
- Conduct field visits to the MSMEs to select participants (to be finalized with Jafra team)
- Provide a feasibility study and business plan, cost analysis templates
- Provide tools for monitoring and follow-up
- Provide participants' attendance, and involvement report, report on businesses improvements and success, and final report.
- Support the grant recipients in selecting their needs in the most effective and efficient manner.
- Provide the project manager with a detailed items' list for each grant recipient.

### **Timeframe and schedule**

The MSMEs' Business Trainer will:

- Train 190 MSME owners over a duration of 3 years
- The trainings will be conducted in two locations (Burj ElBarajneh and Shatila camps)
- The trainings will be distributed over 6 cycles in each camp
- Each cycle will include up to 32 MSMEs in total (16 MSMEs in each camp)
- Each cycle will include 6 trainings and 8 coaching sessions (per camp)
- Each cycle has a duration of 5 months (delivering sessions, coaching, and in-kind support)
- Each training session will include up to 20 MSME owners per camp
- Each coaching session will include 2 MSME owners
- Each training and coaching session will be at least 2 hours