

Technical Trainer

Short Vocational Trainings

Lebanon

CONTEXT

The European Institute for Cooperation and Development (IECD) is a French non-governmental organization (NGO) founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration, assistance to micro and small enterprises, and access to education for the most vulnerable. IECD has been operating in Lebanon since 1989 and opened a regional office in Beirut in 2007.

Semeurs d'Avenir (SDA), association created in 2010, is the operational partner of IECD in Lebanon. As part of its partnership with IECD, SDA implements projects in entrepreneurship, education, training, and professional integration.

The short trainings intervention aims to bring professional skills to young Lebanese and refugees through short-term (up to 4 months) vocational training programs targeting jobs with higher employment opportunities on the local labour market. Nine training programs are currently being offered: installation of solar panels, hospitality, plumbing, electricity, heating and air conditioning, sewing, childcare, patient and elderly care, and nail and foot care. These training programs are combined with a personal development component, which includes community activities and general improvement of personal skills.

To support this project, IECD and SDA are searching for a technical trainer in commis- chef to facilitate trainings in Beirut Mount Lebanon. The commis-chef training is 58-hours, divided into 5 days (3 to 4 hours per day) for about three months.

This project targets beneficiaries from vulnerable backgrounds, with ages varying from 15 to 35. Most of the trainings don't require a pre-requisite from the trainee since they are entry level programs.

SCOPE OF WORK

The Trainer is expected to perform the following tasks:

- Participate in the Training of Trainers (TOT) which involves selecting the candidates who actively participate in the TOT and prepare and deliver a successful demo lesson.
- Prepare lessons based on the commis-chef curriculum as per the competency-based approach.
- Deliver lessons in a trainee-centered manner while deploying interactive training strategies.
- Prepare and conduct several formative assessments tasks and a summative one.
- Grade the assessment tasks.
- Collaborate with the Senior Training Coordinator or Training Coordinator when handing-in lesson plans and grades.
- Collaborate with the Senior Training Coordinator or Training Coordinator about the material needed for the training program.
- Monitor the trainees' performance during internships when needed.
- Fill in some administrative forms as required.
- Participate in the capacity-building workshops at SDA/IECD.

TIME FRAME OF ASSIGNMENT

- The trainer will deliver several courses per year based on the need, and this is related to their performance evaluation during and after the first training takes place.

PROFILE

Education

- University graduate and /or technical school graduate in the relevant field.

Experience

- At least 3 years of professional experience in the work sector.
- Experience in vocational training.
- Experience in the competency-based approach is an advantage.

Recommended attributes:

- Fluency in Arabic. English and French are a plus.
- Oral and written communication skills.
- Organizational skills.
- Ethical and professional integrity.
- Empathetic and non-judgmental personality.

HOW TO APPLY

To apply, please send your CV to the following email address: aya.ashram@iecd.org

OTHER INFORMATION

The Technical Trainer will be working with the short vocational trainings' team of Beirut and Mount Lebanon region i.e., Project Manager, Training Coordinator, and the Pedagogical Expert.

Job Location: Beirut Mount Lebanon

Contract Type: consultancy contract.

Consultancy fees: 20USD net/hour

Contract duration: 1 year renewable based on the project's needs.

Contact Information:

PAYMENT MODALITIES

The trainer can select one of the below payment modalities which will be mentioned in the contract:

- **Payment through bank transfer to Bank Audi account**, if the trainer has a Bank Audi account. This modality imposes zero transfer charges.
- **Payment through Bank transfer to bank other than Audi** if the trainer doesn't have an Audi Account. In this case, the trainer will bear the charging fees.
- **Payment through OMT:** trainer to bear the fees imposed by OMT. The fee is 2.3% from the total amount of the invoice.

EVALUATION CRITERIA

The Trainer will be selected to take part in the TOT in the first place. As part of the TOT, the candidate will prepare and present a demo lesson based on which the final selection will take place.

The weighted evaluation will be done as below:

Qualifications	Scale
Education	20%
Experience	20%
Communication skills	25%
Demo lesson	35%

