

Terms of Reference for Training services

Procurement Management for NGOs

About the Lebanon Humanitarian & Development NGOs Forum (LHDF):

The Lebanon Humanitarian & Development NGOs Forum (LHDF) is an independent entity composed of over 90 local and national NGOs active in the humanitarian and development fields in Lebanon and operating across a wide range of sectors, being the largest and most recognized network of local and national NGOs in the country. Among its different missions, LHDF facilitates the coordination between its members and other relevant stakeholders, including public entities, donors, international community, and persons of concern, to ensure an efficient response to both humanitarian and development needs in the country. LHDF is also keen on strengthening its LNGOs members through the delivery of trainings, learning workshops, technical assistance opportunities and individual support.

Objectives of the training : Procurement management in NGOs

Following the latest internal Training Needs Assessment exercise that has been conducted with the Local NGO members, this training topic has been identified as an important one. Accordingly, LHDF is looking for a trainer to deliver a training for the Procurement staff of national organizations on Procurement management in NGOs. The overall objective of this training is to enhance the capacity of local and national NGOs in Lebanon to effectively develop and manage their procurement processes.

Scope of Work:

The trainer will be responsible for developing a comprehensive training session aligned with the identified needs, covering the following areas:

1. Strengthening the understanding of procurement principles
2. Improving procurement planning
3. Procurement in emergency response
4. Ensuring compliance with donor regulations
5. Enhancing agreement and negotiation skills
6. Promoting ethical procurement practices e.g. conflict of interest, declaration, fairness, transparent, etc..

We would like to note the importance of providing practical deliverables and action points that LHDF members could immediately use and include in their organizations' procedures and strategies. Therefore, by the end of the training, the following outcomes are expected:

1. **Training Materials:** Comprehensive training materials, including slides, case studies, and templates for procurement processes, will be shared with participants to refer later on.
2. **Procurement Toolkit:** Participants will receive a toolkit with practical tools such as procurement checklists, supplier evaluation templates, and procurement planning guides.
3. **Actionable Procurement Plans:** Participants will draft preliminary procurement plans for their respective organizations, applying the skills and knowledge gained during the training.

4. **Pre/Post-Training Assessment:** A pre/post-training assessment to measure knowledge gained and identify any further gaps to be addressed.

Methodology:

- We are looking at a 2 to 3-days (TBD) face to face high-quality training session adapted to the audience of NGOs.
- The training will be delivered to a group of 20 to 25 people
- The preferred language of delivery is Arabic.
- The trainer is expected to employ interactive and participatory training methodologies, including case studies, group discussions, and practical exercises.
- Trainers are asked to administer pre/post-tests for participants.

Timeline:

The trainer is expected to:

- Provide a detailed training plan outlining the training objectives, the sessions plan and the training methodology **2 weeks prior to the delivery of the training**
- Provide the agenda and the Training materials (handouts, presentations, practical guides).
- Deliver the training before the 15th of December 2024
- Provide a post-training report **within 2 weeks after the training** summarizing the training activities, methodology and participant pre/post-test results. The report will also include an evaluation of the training's effectiveness and recommendations for future training initiatives.

Requirements:

- Proven experience in designing and delivering training programs on procurement management for NGOs
- Ability to adapt training content to the specific needs of the target audience.
- Experience working with NGOs in Lebanon (preferred).
- Excellent facilitation and communication skills.
- Ability to facilitate group discussions and create engaging learning experiences

How to apply

Interested trainers are requested to submit to procurement@almajmoua.org by Friday, October 18th 2024

1. A short concept note/proposal highlighting key learning outcomes to be covered in the training, providing a draft of the training agenda and specifying availability to deliver the training between the 4th of November and the 15th of December 2024.
2. A financial quotation for the training consultancy
3. A CV of the trainer

Kindly specify in the subject line: **LHDF Training Proposal: Procurement Management for NGOs**