

**Terms of Reference**

**Role:** Entrepreneurship and employability coaching consultant

**Supervisor:** Food Security and Livelihoods (FSL) Technical Advisor (TA)

**Timeframe of the assignment:** December 2018 – September 2019

**Location:** Beirut**,** Akkar, and Bekaa (including Arsal)

**Date of ToR:** 26 November 2018

**Background**

Save the Children International’s (SCI) livelihood program in Lebanon aims to enhance the economic and community-based resilience of vulnerable host and refugee population including youth and adult women and men in Akkar and Bekaa regions. Activities under this program include support for market-integrated livelihoods and income generating (entrepreneurship) opportunities and improved skills for economic self-reliance.

Under the objectives of this program, SCI seeks a consultant to conduct specialist activities to identify and promote opportunities for beneficiaries in jobs or products integration. Activities led by the consultant may also include a degree of facilitation of FSL field staff in order to deliver the expected results.

SCI has been implementing home-based skills trainings in Akkar and Bekaa for over 5 years, and recently added market-based skills trainings as a part of livelihood programming in Akkar. Over this period there have also been a number of developments in the sector, including a large number of NGOs providing similar trainings and comparatively few who successfully linked to jobs integration or entrepreneurship activities.

SCI and other NGO market assessments indicate that there are opportunities for entrepreneurship or wage employment in some sectors. A 2018 project implemented in Akkar provided training and access to sectors of construction site supervision, specialized orcharding techniques, sous chef, and professional pastry chef, as well as home-based traditional pastry, *aghabeni* embroidery, olive soap-making, and preserves (*mouneh*). In order to reach these opportunities, it is essential that trainings are followed by a period of individual coaching to connect trained jobseekers to employment opportunities, and to connect home-based entrepreneurs to markets.

**Scope of the consultancy**

The consultant is a national expert from the private sector, with a background in rural jobs integration and small-scale entrepreneurship. This consultant will provide advice on best practice in the relevant professional sector in Lebanon to maximize support for participants to market linkages. They will be responsible for the identification of market linkage activities including for both products and on the job training, and for the successful integration of beneficiaries into these opportunities. When needed, and as determined with the FSL Technical Advisor, the consultant will deliver trainings to the FSL field team who are supervising technical trainings and market coaching. The consultant will rely on the existing toolkit of resources for the frontline implementers, updating documents or developing new tools as needed.

The consultant is expected to provide high level support to SCI and advisory services to the field team and trainers (and participants if needed) both during training delivery and post-training coaching phases. The consultant will be expected to meet regularly at the SCI office in Kouaikhat, Akkar; Zahle, Bekaa; and Beirut.

**Objectives**

1. Lead on identifying high quality and relevant job and market opportunities for SCI program participants
2. Support the FSL field team in Akkar and Bekaa to meet program objectives of establishing market-based income-generating activities

**Responsibilities**

Task 1: Review the existing material and validation of market assessment

The consultant is expected to begin the assignment by reviewing SCI’s relevant program documents, existing training material, and outputs of internal workshops on market linkages. SCI agrees to provide the consultant with all the necessary information on the project and on previous trainings and materials. With the facilitation of the FSL Technical Advisor, the consultant will identify gaps and clarify the responsibilities of the FSL field team, who will conduct supporting activities under the guidance of the consultant.

The consultant will review the rapid market assessments conducted by the FSL field teams and recent market assessments conducted by other organizations, in order to provide guidance on market-driven activities. Previous interventions have prioritized the wage employment sectors of construction site supervision, specialized orcharding techniques, sous chef, and professional pastry chef. Home-based entrepreneurship activities have focused on traditional pastry, *aghabeni* embroidery, olive soap-making, and preserves (*mouneh*). The consultant will make recommendations for modifications to the planned activities, if needed, in order to be most successful in linking beneficiaries to market opportunities. These recommendations, and the consultant’s role in achieving them, will be detailed in the inception report.

Based on the review, the consultant is expected to discuss the proposed content with the FSL Technical Advisor to proceed to development of the market linkages plan and any needed tools. It is expected that *at least* two meetings will be required during this stage.

A timetable for all deliverables of the consultancy will be agreed with SCI staff and included in the inception report. This will include the training schedule, site visits, participation in specific market linkage events and opportunities, or other additional activities foreseen by the consultant in order that SCI can adequately plan and support the logistics of these visits.

Task 2: Achieve specific market linkages in rural jobs integration and home-based entrepreneurship

Together with the FSL TA and FSL Coordinators during the first stage of the contract, the consultant will set the objectives for the rural jobs integration for those trained in the selected sectors, including the identification of apprenticeships (“work-based learning”). The consultant will coach the job-seekers for employment according to their assessments during the training, and also coach the trainers when needed to support their understanding of jobs integration and livelihoods counselling approaches.

Also together with the FSL TA and FSL Coordinators during the first stage of the contract, the consultant will set the objectives for home-based entrepreneurship in the selected sectors. The consultant will be responsible to deliver, with the support of the FSL field teams, a market linkages plan for each product which identifies sales opportunities and pathways to achieving objectives. This should be developed and agreed in a participatory manner with senior field staff, in order to build depth in understanding market analysis and market-driven responses.

In collaboration with the FSL TA and Area Managers, the consultant will:

* Liaise with public sector actors as well as private sector actors to ensure a variety of key market links. These actors may include, but are not limited to, municipalities, local chambers of commerce, cooperatives, wholesale or retail outlets, traders, platforms, or other relevant stakeholders to promote strong networks for program beneficiaries.
* Organize exposure trips to some of these stakeholders, including successful small businesses, exhibits, trade fairs, farmers market events, etc.
* Establish links with existing micro-finance or community banking institutions with potential to provide capital funding, as needed, applicable to the target group
* Facilitate linkages with specific government agencies for the legal requirements necessary in establishing formal businesses, product labelling, and other business-related regulations (focus on Lebanese participants).
* Provide reporting on the activities above appropriate for sharing with the project donor

Task 3: Deliver program-specific coaching to SCI staff and implementing partner

In addition to reviewing the field manual and approaches with SCI staff, the consultant will support the team to apply or update this toolkit to the aims of the program. This requires the delivery of three learning events to SC staff and the implementing partner, separated by periods of coaching specific to the employment and entrepreneurship aims of the indicated program in Akkar and Bekaa. Training on supporting, training and coaching job seekers and entrepreneurs (counselling) is foreseen as a key area for staff learning.

A period of coaching will follow the initial workshop, where the consultant may be required to make field visits, engage with the contracted trainers, conduct meetings with the field team (by phone or in person), or make revisions to the manual provided. This list is not exhaustive. These activities will require attention to detail of the market in Akkar and Bekaa for the products and services identified, and may require support of the consultant to conduct additional outreach/mapping and accessing opportunities for program beneficiaries.

Midway through the assignment, a troubleshooting workshop will be led by the consultant to address specific needs, and another period of follow up and coaching will follow. The FSL field team (including implementing partner) will be coached to feed into the employment and entrepreneurship aims for which the consultant is ultimately responsible to deliver.

The training component will end with a capstone workshop specifically to revisit the learning objectives and conduct lessons learned and evaluation exercises.

Task 5: Participate in the small grant committee

At the end of program (June-September 2019), beneficiaries are invited to submit a business plan for a competitive selection and small grant. The consultant is required to participate in the selection committee for business proposals received, providing expertise on the viability and likelihood of success. The consultant will also be engaged to advise on general selection criteria, and the post-distribution evaluation of this activity.

**Deliverables**

All deliverables will be validated and approved by the FSL Technical Advisor before considered complete. Coordination of all activities with the FSL Technical Advisor and relevant Area Manager is required.

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|  | **Deliverable** | **Indicative timeframe** |
| 1 | Inception report, including validation of market assessment and outlining workplan for the duration of the contract | 1 week after signing contract |
| 2 | Market linkages plan for each product or vocational training | 2 weeks after signing contract |
| 3 | Attendance sheets, photos, and session evaluation document for each training day | Within 2 days of completing each training session |
| 4 | Weekly situation reports on the coaching activities with field staff or trainers | Weekly |
| 5 | Rural jobs integration achieved, and home-based entrepreneurship sales opportunities addressed with program participants | By the end of the contract, detailed in the final report |
| 6 | Final report of the services rendered, including a detailed report analyzing the coaching activities and outcomes of market linkage support provided | Within 1 week following the final session |

**Required competencies**

The successful candidate will have the following required qualifications:

* Minimum of 5 years of professional experience providing rural job integration and small-scale or home-based entrepreneurship support
* Leading edge creativity in market-based livelihood solutions to low-income or otherwise vulnerable communities
* Demonstrable experience in development, design, and facilitation of training programs to frontline staff
* Demonstrable knowledge and experience in working with NGOs, including excellence in monitoring and reporting
* Experience with promoting participatory monitoring and evaluation techniques is highly desirable
* Strong written and oral communication skills, with demonstrated ability of making effective presentations to socially and economically diverse attendees; fluency in both English and Arabic
* Clear understanding of the political, geographical and economic dynamics of Akkar and Bekaa areas, including Arsal

**Evaluation Criteria:**

Interested bidders will be selected based on the below criteria:

Essential Criteria (To be provided)

* Bidder’s registration in Lebanon: submit copies of company registration and Tax Certificate if applicable; or a permission from the relevant authorities to trade in that market (in case of individual consultants).
* Bidders to submit copy of I.D.
* Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy and IAPG Code of Conduct The bidder should Read and sign T&C in Bidder response document
* Bidders must provide a proof of expertise in similar tasks, at least 02 letter of reference from governmental bodies or International or Local organizations within the last 02 years.
* Bidders must provide copy of individual C.V.s along with degree and certificate.
* Bidders must provide sample of report was conducted by bidder similar to the nature of this project.

Technical Criteria (60%): (To be provided)

* Quality of proposal (level of effort/details put into proposal and level of understanding of assignment scope). (15%)
* Methodology (approach) and the extent to which the proposed sample covers all concerned stakeholders). (10%)
* Candidate profile (the strength and relevancy of the candidates’ academic background and technical and evaluation expertise). (15%)
* Delivery of final reports on or before 30 September 2019 (20%)

Financial Criteria (40%)

* Total Price: Bidder’s prices demonstrate an economically advantageous position for SCI (including information about the budget breakdown). (40%)

**APPLICATION PROCESS AND REQUIREMENTS**

* Interested researchers or research firms are required to submit their technical & commercial proposals in a **sealed envelope,** addressed to *Save the Children Int. Lebanon* at the below address. The envelope should indicate the Procurement Request reference number, but have no other details relating to the bid. They should be labelled as such:

**PR/B/2018/327**

**Entrepreneurship and employability coaching consultant**

And submitted at our:

Admin Office, SCI, Lebanon Country Office, Beirut Main Office 1st Floor, Bloc B, Sodeco Building, Al Nasra Street, Ashrafieh, Beirut, Lebanon

* **The deadline of submission bids is January 11, 2019 at 15:00 PM**