

Terms of reference
MACAN-IL-00061

Subject: Call for Trainer – Career Readiness Trainer
Reference: MACAN-IL-00061
Posted Date: 16.10.2023
Deadline: 19.10.2023

ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness, and financial literacy.

Overview

INJAZ Lebanon is seeking qualified trainer to conduct a Training in Career Readiness in up to 4 municipalities. We invite experienced professionals to submit proposals for their services in line with the outlined training details below.

Workshop Overview

Duration & Location (Date and time will be determined later)

Municipalities	Classes	Days	Hours per Day	Total hours	Notes
Tripoli	Class 1	2	3	6	The content will be summarized
Der Amar	Class 2	8	2	16	Full Content
Burj Al Yahoudiye	Class 3	8	2	16	Full Content
Mshmsh/ Akkar	Class 4	8	2	16	Full Content
Total		26 Days		54 Hours	

*This training will be suitable for university students and for current employees in the mentioned municipalities.

Topics that should be covered

The Career Readiness trainer will instruct the students on the following points:

- How to write a CV/Resume and Cover Letter.
- How to conduct an interview.
- How to write a professional email.
- Internship.
- Explore which job search platforms are available and how to use them effectively for finding employment opportunities.

Deliverables

In addition to facilitating the workshop, the selected trainer will be responsible for consolidating the insights, recommendations, and action plans generated during the workshop into one comprehensive report/document.

The report should include the following:

1. Workshop Overview
2. Participant Profiles
3. Workshop Objectives
4. Content Covered
5. Attendance and Participation
6. Challenges and Successes
7. Recommendations

Qualifications:

- The applicant should have a Bachelor's Degree in Education, Marketing, Communications, Public Relations, Human Resources, or related Field.
- The applicant should have at least 2 years of relevant work experience in career services.
- Any recognized certifications in career services are a plus.
- The applicant should have good communication skills, empathy, and the ability to motivate individuals.
- Ability to multi-task and to work a flexible or alternative workweek schedule based upon project needs.
- Availability to deliver the workshops during the month of **November**.

Evaluation Criteria:

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- The financial proposal.

Payment Conditions:

1. Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/ Over the counter payment after submission of an appropriate and acceptable original invoice with all the requested to INJAZ Lebanon
2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged on the supplier)

How to Apply:

To apply, please submit the following documents via email to firas@injaz-lebanon.org and Joseph.a@injaz-lebanon.org no later than **19.10.2023**. Please mention in the subject line **MACAN-IL-00061-Career Readiness Training**. Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Only shortlisted candidate will be contacted.

Cover Letter:

- Provide a well-structured cover letter.

(CV):

- Include a comprehensive CV that highlights your educational background, work experience, certifications, and relevant achievements.

Portfolio:

- Past projects
- Relevant Experience
- Samples of deliverables

Certifications:

- Attach copies of any recognized certifications in career services or related fields.

Financial Proposal:

- The financial proposal should include your **hourly rate, inclusive of all costs**.

Thank you