

## Terms of reference Call for Trainer - Makken-IL-0003

Subject: Call for Trainer - Advanced Community Engagement Trainer.  
Reference: MAKKEN-IL-0003  
Posted Date: 17 February 2025  
Deadline: 24 February 2025

### **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.

### **ABOUT MAKKEN**

Makken is a continuation of previous projects developed under the Peaceful Coexistence in Refugees Hosting Communities in Lebanon (PCL) program. It builds on the successes of MACCAN and CATALYST, two projects that empowered community members to create positive change in their areas.

**MACAN** focused on the participatory process of planning community initiatives through working groups that included residents and municipality representatives. These groups launched local initiatives to address community needs and solve problems. For example, in some areas, cultural centers were established, while in others, public parks were developed, or streets were equipped with solar-powered lighting. Each initiative was accompanied by training sessions where residents and working group members participated to better understand the importance of these projects and ensure their sustainability.

**CATALYST** implemented in the same municipalities, emphasized the importance of social impact of circular economy and resource sustainability while also highlighting the role of women in this field. The project supported six initiatives with dedicated funding to implement solutions based on circular economy principles—utilizing wasted or unused resources in the area. This approach helped reduce resource-related conflicts by promoting sustainability. Some of the implemented initiatives included composting projects, hydroponics systems, and eco-bricks production, among others.

**Makken** aims to sustain and expand these efforts by providing ongoing support to young active members (aged 18 to 35) to enhance, scale up, and maintain the initiatives launched under MACCAN and CATALYST. Instead of starting from scratch, participants will build on existing projects, improve them, or introduce new elements to create a greater positive impact on a wider segment of the community. The goal is to ensure long-term engagement and sustainability in their communities.

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## Overview

INJAZ Lebanon is seeking a skilled Trainer to lead a workshop under the MAKKEN project, focusing on Advanced Community Engagement, Needs Assessment, and Data Privacy. This workshop builds on Phase 1, where 150 youth participants formed Youth Working Groups (YWG) after receiving foundational skills. The workshop will equip participants with advanced techniques in community mobilization, data collection, and ethical information handling to develop impactful initiatives in:

1. Community Health & Well-being
2. Social Inclusion & Disability
3. Skill-Building for Youth
4. Environmental Sustainability
5. Food Security

By reflecting on **MACAN** and **CATALYST** lessons, participants will refine project ideas and address local needs more effectively. The Trainer will receive summaries of previous initiatives for reference.

### **Scope of Work: Advanced Community Engagement Trainer**

#### **1. Role Overview**

Triple Bottom Line: Training in the concept of People, Planet, and Profit—how to create balance between social equity, environmental stewardship, and economic viability.

Stakeholder Engagement and Collaboration

- Inclusive Participation: Learning how to engage all stakeholders (local communities, governments, businesses, NGOs, etc.) and ensure their active participation in the development process.
- Partnership Building: Skills in creating and maintaining multi-stakeholder partnerships to ensure a collaborative approach to sustainable development.

- Advocacy and Policy Influence: How to influence local, national stakeholders to support sustainability efforts

The Advanced Community Engagement Trainer will work with participants to refine and strengthen the initiative drafts developed during Phase 1 of the project. Participants have already completed a three-day workshop covering Community Engagement, Team Dynamics, and Project Assessment. This phase will focus on applying advanced community engagement techniques to enhance their initiatives and ensure effective implementation.

#### **2. Key Responsibilities**

##### **A. Workshop Design and Delivery**

The Trainer will design and lead a workshop of a total of 12 hours that provides participants with advanced skills in community engagement and mobilization. The sessions will focus on helping participants understand **community stakeholders, build trust**, and promote inclusive **decision-making**. Participants will strengthen their community mobilization techniques, learning how to effectively engage and activate local members. The workshop will also emphasize collaboration with municipalities, fostering stronger relationships and trust with local authorities.

To ensure initiatives are well-informed and responsive to real needs, the Trainer will equip the teams with tools to identify community challenges through structured approaches. They will also learn how to design and conduct surveys, plan awareness campaigns, and collect and analyze data to shape impactful projects. A crucial component of the workshop will be data privacy and ethical handling, ensuring that participants understand responsible data collection, confidentiality, and the ethical management of community information. Throughout the workshop, participants will actively apply these concepts to their draft initiatives from Phase 1, translating theoretical knowledge into practical strategies that enhance the effectiveness and sustainability of their projects.

### B. Working with Teams on Initiative Drafts

- Guide participants in applying new skills to refine and develop their initiative drafts.
- Ensure each team leverages collected data to improve their project ideas and align them with specific community needs.
- Provide structured exercises to apply community engagement principles to their real-world projects.
- Help teams integrate successes from MACCAN and CATALYST while mitigating previously identified challenges.

### C. Providing Feedback and Guidance

- Offer tailored feedback to each team, ensuring their initiatives are community-driven and sustainable.
- Help participants navigate challenges in stakeholder engagement and trust-building.
- Provide recommendations for improving outreach, participation, and the long-term impact of their initiatives.

### D. Assessing Knowledge and Building Practical Skills

- Evaluate existing knowledge of community engagement and identify gaps.
- Apply new techniques through field visits, surveys, and community interactions, ensuring real-world application.
- Gather feedback from the community and support findings with data and evidence.

### 3. Expected Deliverables

- A **structured 4-Days (12-hour) workshop outline** tailored to participant needs.
- Assessment of **existing community engagement knowledge and skill levels**.
- Practical application of **new skills to initiative drafts**, refining and enhancing project strategies.
- A **final report** summarizing participant progress, initiative improvements, and recommendations for next steps.

### Timeline

Dates and time will be determined later	Topics	Days	Hours/Day	Total
	2	4	3	12

Depending on the program timeline and availability, the Trainer may work in multiple municipalities, supporting teams across different areas.

### **Roles and Responsibilities**

- Design a detailed and structured workshop outline tailored to the project's objectives.
- Facilitate an interactive and participatory workshop session.
- Provide community engagement tools and social frameworks for participants to develop sustainable, impactful, and ethical initiatives..

### **Qualifications**

- More than 5 years of experience in advanced community engagement, needs assessment, and data privacy.
- Strong background in peacebuilding, social cohesion, and participatory approaches.
- Excellent facilitation and public speaking skills.
- Experience working with diverse youth populations.
- Strong organizational and reporting capabilities.

### **Evaluation Criteria:**

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- Certificate
- The financial proposal reflects your hourly rate.

### **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 requests to INJAZ Lebanon.

2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged to the trainer)

## **Submission Requirements**

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

Portfolio: Past projects / Relevant Experience

Certifications: Attach copies of any recognized certifications in Advanced Community Engagement or related fields.

Technical Proposal: Suggest a proposed outline and content that aligns with the objectives of the Advanced Community Engagement.

Financial Proposal: The financial proposal should include your hourly rate, inclusive of all costs.

## **How to Apply:**

To apply, please submit the following documents via email to [firmas@injaz-lebanon.org](mailto:firmas@injaz-lebanon.org) and [Joseph.a@injazlebanon.org](mailto:Joseph.a@injazlebanon.org) no later than February 24, 2025. Please mention in the subject line Makken-IL-0003-Advanced Community Engagement.

Proposals that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.