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**TERMS OF REFERENCE**

**Field Assistant for Business Plan Expert**

**Location:** Lebanon – Beirut

**Type of Contract:** Consultant

**Starting Date:** August 2023

**End Date:** December 2023

**Languages:** Arabic and English

**Reports to:** FTL Project Manager

**Coordinates with:** FTL Project Coordinator

**Project Title:** NOOMOO

**Deadline:** 20 June 2023

**Contact:** [careers@fairtradelebanon.org](mailto:careers@fairtradelebanon.org)

**SCOPE OF WORK**

1. **Objective**

Fair Trade Lebanon, in partnership with GIZ, is proposing to implement an incubation program supporting agri-food 25 MSMEs and cooperatives in Beirut and Mount Lebanon. The project will be conducted over a period of 18 months. Funded by BMZ, the program is designed to help the participants grow their businesses and refine their activities by offering them training sessions, customized coaching, and capacity building in business-related topics.

1. **Scope of work**

The consultant will provide assist the expert in producing and developing the business plan for the targeted entities of the project.

The main tasks will include:

* Scheduling of Coaching Sessions:
  + Coordination with Project team
  + Calendar Management
  + Communication Hub
* Visits During Coaching Sessions:
  + Learning exercise (identifying challenges and opportunities)
* Follow-ups:
  + Feedback Mechanism
* Facilitation in Business Plan Development:
  + Guidance and support
  + Quality assurance
* Implementation Best practices
  + Assessments
  + Adjustments and recommendations
* Coordination with the expert
  + Information transfer
  + Integration of ideas

1. **Deliverables**

The Consultant will agree with FTL on deliverables and reporting template where the assistant business plan will assist the expert in business planning facilitating the communication.

1. **Qualifications**

* Higher university degree in business, economics, finance
* Minimum 3 years’ experience as a consultant for SMEs
* Proven knowledge of Fair-Trade principles
* In depth knowledge of the Lebanese context
* Proven presentation skills
* Drives results

1. **Skills**

* Adheres to FTL values
* Good interpersonal communication skills
* Problem solving skills
* Quality assurance
* Adaptability
* Calendar management
* Excellent leadership, team building, and management skills
* Technology proficiency (calendar tools and Word)
* Organized and able to create multiple timelines and schedules
* Good knowledge of Arabic and English (French is a plus)