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**TERMS OF REFERENCE**

**Develop Evaluation Tool (Pre-Post test and Baseline)**

**Location:** Lebanon – Beirut

**Type of Contract:** Consultant

**Starting Date:** March 2023

**End Date:** April 2023

**Languages:** Arabic and English

**Reports to:** FTL Project Manager

**Coordinates with:** FTL Project Coordinator

**Project Title:** NOOMOO

**Deadline:** 20 February 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 prepare the different evaluation tool to better monitor the indicators. These tools will facilitate the identification of baseline and will assess the increase in knowledge.

1. **Deliverables**

* To develop pre-post test
* To produce the baseline

1. **Qualifications**

* Higher university degree in business, economics, finance
* Minimum 5 years’ experience as a consultant
* 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
* Engaged in developing self and others
* High degree of self-motivation
* Excellent leadership, team building, and management skills
* Good time management
* Organized and able to create multiple timelines and schedules
* Good knowledge of Arabic and English