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**TERMS OF REFERENCE**

**Develop Training Material**

**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

**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 conduct the training material for the developed training curriculum:

* Market access
* Sales
* Food packaging and labelling
* Marketing management
* Certifications
* Finance for start-ups and access to finance
* Product development and innovation
* Mitching
* PWD inclusion
* Business plan
1. **Deliverables**
* To develop training material for the identified topics into a PowerPoint Presentation
1. **Qualifications**
* Higher university degree in business, economics, finance
* Minimum 5 years’ experience as a consultant
* Able to develop clear and well-structured training material
* 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