****

**TERMS OF REFERENCE**

**Training**

**Location:** Lebanon – Beirut

**Type of Contract:** Consultant

**Starting Date:** May 2023

**End Date:** June 2023

**Languages:** Arabic and English

**Reports to:** FTL Project Manager

**Coordinates with:** FTL Project Coordinator

**Project Title:** NOOMOO

**Deadline:** 20 April 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 for the below to support 25 MSMEs:

* 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

The participants will be split into 2 shifts of training.

They will attend 10 sessions each.

1. **Deliverables**

The Consultants will deliver the trainings and produce the training reports as per FTL recommendation.

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