



Improving lives

TERMS OF REFERENCE
Accounting & GHP Trainer

Location: Fair Trade Lebanon- Hazmieh

Type of Contract: CDD

Languages Required: Excellent writing skills in English and French

Starting Date: 1/5/2023

End Date: 31/8/2023

Salary: Euros 12,500 (50 sessions)

Department: Projects

Reporting to: Projects Director

Project: GIZ Suva

PROJECT SUMMARY:

The SUFA project aims to improve the daily calories intake of 70,000 kids and adults (school children's parents, teachers and school staff) through the daily provision of healthy breakfasts/lunches, support local producers (at least 10 MSMEs and/or cooperatives) and increase 100 school staff', children and children's parents' awareness and capacities on food and healthy habits related topics through the creation of e-learning capsules targeting kids in public schools, their parents and staff.

ROLE AND RESPONSIBILITIES

1. TRAINING TOPICS

- Basic Accounting
- Good Hygiene Practices (GHP)

2. OUTCOMES

The following outcomes are what the activity aims to achieve for both training topics:

For Basic Accounting:

- To provide trainees with a solid understanding of financial statements, including income statements, balance sheets, and cash flow statements.
- To teach trainees how to record and categorize financial transactions accurately using double-entry accounting principles.
- To ensure that trainees can calculate and analyze key financial ratios, such as profitability, liquidity, and solvency ratios.

- To familiarize trainees with the principles of accrual accounting and the importance of matching revenues and expenses.
- To train trainees in the preparation of financial reports for internal and external stakeholders, including income tax filings and compliance with accounting standards and regulations.

For Good Hygiene Practices (GHP):

- To ensure that trainees are familiar with Good Hygiene Practices (GHP).
- To provide trainees with a comprehensive understanding of Good Hygiene issues, including risk of contamination, personal hygiene, and food production hygiene.
- To equip trainees with the knowledge and skills to analyze and formulate effective Good Hygiene Practices
- To familiarize trainees with regulations and prevention of foodborne illnesses. To train trainees on enhanced product quality

The following outcomes are what the activity aims to achieve:

- To ensure that trainees know the basics of Accounting and GHP.
- To ensure that trainees are able to develop and deliver training in above mentioned subjects.

3. DELIVERABLES

To conduct training sessions for schools on Basic Accounting and GHP: 2 sessions per school, totaling 50 training sessions.

QUALIFICATIONS

- University degree in a relevant field (e.g., business, economics, food production, agriculture).
- Minimum 5 years of experience as a trainer.
- Proven knowledge of training principles in both accounting and good hygiene practices.
- Proven presentation skills.
- Ability to achieve results.

PREFERRED SKILLS

- Adherence to organizational values.
- Strong interpersonal communication skills.
- Commitment to personal and professional development.
- High degree of self-motivation.
- Excellent leadership, team building, and management skills.
- Effective time management.
- Organized and capable of creating multiple timelines and schedules.

- Proficiency in Arabic and English languages.

Approved By:	Philippe Adaime	Date:	
Name and Signature:		Date:	