



TERMS OF REFERENCE

MSME Expert

Location: Shouf, Aley, Zahle, Baalbak
Project Title: EXCEL
Coordinates with: Project Coordinator
Duration: March 2024 – May 2025

Contact: careers@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is looking for an experienced MSME Expert to assist the project coordinator in supporting MSMEs all along the project, ranging from outreach and selection to needs assessment as well as trainings and coachings diversified between Shouf, Aley, Zahle, and Baalbak areas. The Expert will be responsible for delivering tailored support to the 10 targeted MSMEs all through the duration of the project.

2- Objective

The project's goal is to empower MSMEs in the Shouf, Aley, Zahle and Baalbak by providing them with practical knowledge and skills to improve their business operations, increase productivity, and achieve sustainable growth towards sustainable and promising export opportunities.

3- Outcomes

The expected outcomes that the MSME Expert will be responsible for their implementation could be but are not limited to the following:

- Enhanced knowledge and skills of MSME owners and managers
- Improved business performance and competitiveness
- Increased revenue and profitability
- Enhanced sustainability and resilience of MSMEs

4- Deliverables

- Provide the project coordinator with Bi-weekly reports regarding MSME updates along the project.
- Track improvement among MSME in relation to the baseline set by MEAL team
- Follow up from business perspective with MSMEs regarding achievements

- Discuss impact of activities on MSMEs' needs during the project.

5- Qualifications

- Bachelor's degree in business administration, Economics, or a related field
- Proven experience working with MSMEs in Shouf, Aley, Zahle and Baalbak or similar contexts.
- Strong understanding of MSME development challenges and opportunities
- Previous experience working with MSME and Cooperatives in the developmental field.
- Excellent communication and facilitation skills

6- Skills

- Strong analytical and problem-solving skills
- Proven reporting, transparency and communication skills.
- Ability to work effectively with diverse groups of participants.
- Fluent in both Arabic and English especially in terms of key terms and explanation

7- Payment terms

- Invoices are to be submitted by the maximum of the 25th each month, and payments will be processed at the end of the month.
- All fiscal taxes will be deducted from the Consultant's fees unless the consultant is registered with the Ministry of Finance.

8- How to apply

Applicants are requested to send their:

- Portfolio,
- CV and ID of applicant
- Short concept note related to the abovementioned intervention.
- Detailed budget

to: careers@fairtradelebanon.org

The detailed work plan will be developed and agreed upon in coordination with the FTL team.

Only selected candidates will be contacted.