



TERMS OF REFERENCE

Needs Assessment Expert

Location: Lebanon – Bekaa and Mount Lebanon Regions

Project Title: EXCEL

Coordinates with: Project Coordinator

Procurement Activity to be submitted by: *May 1st 2024*

Deadline related to the posting: April 25 2024

SCOPE OF WORK

1- Summary

FTL is looking for an experienced Needs Assessment Expert to perform individual needs assessments for 10 SMEs in the Zahle, Baalbak, Aley, Shouf regions. This assessment is crucial to better understand the SMEs' specific needs in order to later develop the training curriculum accordingly.

2- Objective

The project's goal is to empower MSMEs in the Shouf, Aley, Zahle and Baalbak areas 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 expert will conduct an assessment for each chosen entity, using a several criteria model such as number of employees, product portfolio, sales, production volume, costs, distribution channels, needs, weaknesses, strength etc. This will allow FTL to create a baseline to compare results at the end of the project and to improve weaknesses and fill gaps of the chosen entities through the curriculum development.

4- Deliverables

- To create the need assessment tool
- To produce the needs assessment report for each targeted entity

5- Qualifications

- Higher university degree in social sciences, statistics, or any relevant field
- Minimum 5 years' experience as a consultant
- Experience using data analysis tools and software such as KOBO, SPSS, and others
- Extensive experience interacting with and relating to gender professionals and international stakeholders at senior level
- Able to synthesize large data sets to reach conclusions and strategic recommendations
- Proven knowledge of Fair-Trade principles
- In depth knowledge of the Lebanese context
- Proven presentation skills
- Drives results

6- 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

7- Payment terms

- Payments will be made only through bank transfer or bank cheques
- The price will be paid in USD while the VAT will be paid in LBP based on the official exchange rate on the date of the invoice.
- Payment will be made within 15 to 20 business days of invoice receipt.

8- How to apply

Applicants are requested to send their:

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

to: **procurement@fairtradelebanon.org**

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

Only selected candidates will be contacted.