



## TERMS OF REFERENCE

### Expert to develop Monitoring and Evaluation KPIs and metrics for SMEs and COOPs

**Location:** North, Akkar

**Project Title:** Boostleb

**Coordinates with:** Project Coordinator

**Duration :** 5 days

**Procurement activity to be submitted by:** Before end of May

**Deadline related to posting:** May 21 2024

**Contact :** [Procurement@fairtradelebanon.org](mailto:Procurement@fairtradelebanon.org)

### SCOPE OF WORK

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#### 1) Summary:

Fair Trade Lebanon (FTL) is in search of an adept Monitoring and Evaluation Expert to provide specialized guidance to Small and Medium Enterprises (SMEs) in the North and Akkar regions. The expert will play a pivotal role in devising and implementing robust monitoring and evaluation frameworks, aimed at assessing the impact and effectiveness of developmental interventions undertaken by the participating businesses.

#### 2) Objective:

The project's goal is to boost the performance of 20 Small and Medium Enterprises (SMEs) and 5 cooperatives in various sectors in North Lebanon. It will provide tailored training, coaching, and customized services to improve their management and planning capabilities and help them access new markets.

#### 3) Outcomes:

The Monitoring and Evaluation Expert will be responsible for achieving the following outcomes:

1. Designing and implementing comprehensive monitoring and evaluation frameworks tailored to the needs and objectives of participating SMEs.
2. Conducting regular assessments to gauge the impact and effectiveness of developmental interventions on targeted beneficiaries and communities.
3. Providing actionable insights and recommendations based on evaluation findings to enhance project performance and optimize resource allocation.
4. Building the capacity of SMEs to independently monitor and evaluate their initiatives, fostering a culture of continuous improvement and learning.

#### **4) Deliverables:**

The Monitoring and Evaluation Expert will deliver the following key outcomes:

1. Tailored monitoring and evaluation frameworks for each participating SME, outlining key indicators, data collection methods, and reporting mechanisms.
2. Regular monitoring reports capturing progress against predefined targets and milestones, along with insights into emerging trends and challenges.
3. Comprehensive evaluation reports highlighting the impact and effectiveness of developmental interventions, accompanied by actionable recommendations for improvement.

#### **5) Qualifications:**

The ideal candidate should possess the following qualifications:

- Bachelor's or master's degree in development studies, monitoring and evaluation, social sciences, or a related field.
- Proven track record of working with SMEs or development organizations in monitoring and evaluation roles.
- Demonstrated expertise in designing and implementing monitoring and evaluation frameworks for developmental projects.
- Strong analytical skills, with the ability to interpret data, identify trends, and draw actionable insights.
- Excellent communication and interpersonal skills, with the ability to effectively engage with stakeholders at all levels.

#### **6) Skills:**

Key skills required for this role include:

- Proficiency in monitoring and evaluation methodologies, including logical framework approach, participatory methods, and outcome mapping.
- Ability to develop and manage data collection systems, including surveys, interviews, and focus group discussions.
- Excellent report writing skills, with the ability to communicate evaluation findings clearly and concisely to diverse audiences.

#### **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 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](mailto:procurement@fairtradelebanon.org)**

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

Only selected candidates will be contacted.