



TERMS OF REFERENCE

Curriculum development Expert

Location: Lebanon – Mount Lebanon and Bekaa Regions

Type of Contract: Consultant

Starting Date: 20 June 2024

End Date: 30 June 2024

Languages: Arabic and English

Reports to: FTL Project Director

Coordinates with: FTL Project Coordinator

Project Title: EXCEL

Deadline: 12 June 2023

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1. Objective

The project's goal is to empower SMEs in the Shouf, Aley, Zahle and Baalbak regions 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.

FTL is looking for consultants and expert to develop the training curriculum to SMEs in the Shouf, Aley, Zahle and Baalbak areas

1. Training Topics

The training topics might be as follows however they are subject to change according to the needs assessment results:

- Business Development Support towards Export (Business planning, digital marketing, marketing, negotiation, stand management, leadership, financial management, entrepreneurship...).
- Legal and compliance.
- Inclusion of people with special needs.
- Fair Trade Principles and Implementation

2. Outcomes

- Develop a well-structured and comprehensive curriculum framework that aligns with the organization's objectives and meets the needs of the target audience.
- Ensure that the curriculum aligns with relevant industry standards, certifications, and best practices, enhancing the practical applicability of the acquired knowledge and skills.

- Provide training and support to educators on the effective delivery of the curriculum, ensuring they are well-equipped to facilitate meaningful learning experiences.

3. Deliverables

- To develop a curriculum of business skills and/or technical training for the targeted SMEs

4. Qualifications

- University degree in business, economics, agriculture or related fields
- Minimum 5 years of experience.
- Proven knowledge of Fair-Trade principles
- Proven presentation skills
- Drives results

5. 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

Please submit your portfolio/CV with a short concept note and budget proposal to procurement@fairtradelebanon.org

6. How to apply

Applicants are requested to send their:

- Portfolio + references
- CV and ID of trainer
- Short concept-note related to the abovementioned intervention
- Acknowledgment letter of payment modality
- 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.