



Improving lives

TERMS OF REFERENCE

CAPSULE DEVELOPMENT MANAGER EXPERT

Location: Fair Trade Lebanon- Hazmieh
Type of Contract: CDD- 8 months
Post Level: Capsule development manager
Salary: 7,500 Euros
Project Title: GIZ
Reports to: Christian Kamel
HR contact: Michelle Jeanbart

JOB SUMMARY

Capsule Development Manager Expert will oversee the development of 9 e-learning capsules for kids and 11 scripts that would be used as a base to informative animated e-capsules as follows: 2 scripts will target the parents of kids in public schools on healthy eating, and 9 technical scripts targeting staff of public schools on how to run a saj Station.

ROLES AND RESPONSIBILITIES

Oversee and monitor the progress of the development of 11 capsules targeting parents and staff

Target	Tic	Number
Staff	Accounting	2
	Business Canvas	3
	Food safety hazards and how to avoid them	1
	Food security_ and waste management	1
	Hygiene and Food Safety_	1
	Planning and budgeting for Saj Station	1
Parents	Healthy cooking with affordable ingredients	1
	Healthy lifestyle	1

Oversee and monitor the progress of the development of 9 capsules targeting kids.

Topic/age	6 to 9_years old	10 o 13_years old
Healthy eating	X	X
Body Shaming	X	X

Food classification and nutrients		X
Importance of physical activity	X	X
Responsible eating		X
Importance of water in healthy eating behaviors	X	

DELIVERABLES

The Capsule Development Manager Expert will follow up on the progress and delivery of 20 e-learning capsules for kids, parents and staff

QUALIFICATIONS

Proven record of excellent writing demonstrated in a professional portfolio

To be thorough and pay attention to detail.

Knowledge of media production and communication.

The ability to work well with others.

Knowledge of computer operating systems, hardware and software.

To be flexible and open to change.

The ability to use your initiative.

Good time management skills, including prioritizing, scheduling, and adapting as necessary

Familiarity with the organization's image, products, and services

ACHIEVEMENT INDICATORS

- Delivering expected outputs in a structured and professional manner
- Meeting deadlines in accordance with workplan

SKILLS

- Willingness to commit to the Fair Trade standards
- Ability to work independently with little or no daily supervision
- Strong interpersonal skills and willingness to communicate with clients, colleagues, and management
- Ability to work on multiple projects with different objectives simultaneously
- Strict adherence to the style guides of each organization and their policies for publication
- Good communication and interpersonal skills

REVIEWED BY	Michelle Jeanbart	DATE	03/01/2022
APPROVED BY	Philippe Adaime	DATE	03/01/2022
NAME AND SIGNATURE	DATE		

