



Improving lives

Terms Of Reference FIELD OFFICER

Location: Beirut, Chouf, Alay & Mount Lebanon
Type of Contract: Freelancer
Languages Required: Arabic and English, French is a plus
Starting Date: November 2024
Ending Date: January 2026
Salary Range: US\$1,000 – US\$1,100
Department: Projects
Reporting to: Projects Manager

SCOPE OF WORK

OVERVIEW:

We're looking for three Field Officers who will be responsible for ensuring the smooth execution of all FTL (Fair Trade Lebanon) activities in Chouf, Alay and Mount Lebanon region. This role operates under the guidance and assignments provided by the Projects Manager and plays a critical role in coordinating and overseeing field operations.

The project aims to enhance the resilience and self-reliance of vulnerable households with children in Lebanon by improving food security, nutrition, and livelihood opportunities through integrated and sustainable interventions.

1. **Beneficiary Engagement:**
 - Organize and plan interventions with beneficiaries, including individuals, farmers, and cooperatives.
 - Foster positive relationships with beneficiaries, ensuring their concerns and needs are addressed.
2. **Training Support:**
 - Assist in coordinating with trainers to prepare training materials, snacks, and refreshments for training sessions.
 - Help manage training logistics to ensure sessions run smoothly.
3. **Documentation Management:**
 - Handle all supportive documents related to training, including attendance sheets, pre/post-test records, and evaluation forms.
 - Maintain accurate records and documentation of all training activities.
4. **Data Collection:**

- Support data collection efforts for baseline assessments and MEAL (Monitoring, Evaluation, Accountability, and Learning) purposes.
 - Ensure data is collected accurately and in compliance with project requirements.
5. **Event Participation:**
- Participate in the organization and coordination of events related to project activities, contributing to their successful execution.
6. **Beneficiary Follow-Up:**
- Maintain regular contact with beneficiaries to ensure their understanding of training content and address any questions or concerns that may arise.
7. **Procurement Assistance:**
- Provide support in procurement activities, helping to secure necessary materials for project activities and ensuring adherence to procurement guidelines.
8. **Reporting Collaboration:**
- Collaborate with the Project Coordinator to collect and provide necessary data for project reporting.
 - Assist in maintaining project documentation and reports.

Qualifications:

- A Bachelor's degree in a related field is preferred.
- Minimum 3 years of experience
- Effective communication and interpersonal skills.
- Organizational abilities to support training logistics and documentation management.
- Familiarity with data collection processes and documentation.
- Ability to collaborate with beneficiaries to address their questions and needs.
- Willingness to participate in event organization and procurement support.

Skills:

- Willingness to commit to the Fair Trade standards
- Good communication and interpersonal skills
- Strong organizational skills
- Good cultural awareness and sensitivity
- Languages: Arabic/ English and/or French

Payment terms

- Invoices must be issued no later than the 25th of each month, and payments will be processed within 15 to 20 business days, provided that all deliverables have been submitted.
- Payments will be made via bank cheques.
- All applicable taxes will be deducted from the Consultant's fees unless the Consultant is registered with the Ministry of Finance.

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 and approval to above mentioned payment terms

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.