



TERMS OF REFERENCE

Business Expert

Location: Beirut, Mount Lebanon

Type of Contract: Consultant

Starting Date: 1 January 2025

End Date: 31 March 2025

Languages: Arabic and English

Reports to: FTL Project Manager

Project Title: Save the Children

Coordinates with: Field Coordinator

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

The project aims at "Enhancing 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"

FTL is looking for an experienced Business Expert to map and assess community initiative. These assessments are crucial for identifying Community Support projects available, their needs and challenges.

2- Objective

- Empowered Communities: Increased community participation and leadership in addressing local needs, fostering a sense of ownership and resilience.
- Sustainable Development: Long-term economic growth and improved living conditions through integrated and community-driven interventions

3- Outcomes

- Identification of a list of at least 5 Community Support Projects (CSPs) in Beirut and Mount Lebanon. The selection criteria will be developed with the project team, with the expert assessing each CSP's socio-economic impact or mission.
- Clear understanding of each CSP's operational context, needs, and challenges.

4- Deliverables

- Report: Detailed report on the identified 5 CSPs, including operational context, needs, and challenges.
- Recommendations: Summary of strategic recommendations for CSP support and development.

- Presentation: Final presentation of findings to stakeholders.

5- Qualifications

- Advanced degree in social sciences, development studies, or a related field.
- Minimum 5 years' experience as a consultant with a focus on community development or social enterprise.
- Familiarity with community support projects and the socio-economic challenges in Lebanon.
- 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
- Proven ability to drive 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

- 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.

8- 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: procurement@fairtradelebanon.org

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

Only selected candidates will be contacted.

