



TERMS OF REFERENCE

Needs assessment expert to conduct skills market assessment

Location: Beirut, Mount Lebanon

Type of Contract: Consultant

Starting Date: 1 January 2025

End Date: 28 February

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 needs assessment Expert to conduct skills market assessment. These assessments are crucial for accurately identifying 50 MSMEs and 1 big business available, their needs and challenges.

1- Objective

Skills Mapping Assessment with the focus to determine the skills and capacities of individuals, ensuring that the unique needs of people with disabilities are considered and addressed.

2- Outcomes

- Identification of at least 50 MSMEs and 1 large business in Beirut and Mount Lebanon, along with their operational context.
- Comprehensive understanding of the skills and capacities of the MSMEs within the targeted area, including specific needs related to gender and disability.

3- Deliverables

- A detailed report outlining the findings of the skills market assessment, including data on identified MSMEs and the large business.
- Assessment Report on 50 MSMEs and 1 large business, including needs and skills gaps.
- MSME Database with operational context and identified needs.

4- Qualifications

- Higher university degree in business administration, Economics, statistics, or any relevant field
- Minimum 5 years' experience as a consultant with a focus on MSMEs or skills assessment.
- 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

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

6- 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.

7- 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.

