



Improving lives

Terms Of Reference FIELD OFFICERS

Location: Akkar
Type of Contract: Contractual
Languages Required: Arabic and English, French is a plus
Starting Date: November 2024
Ending Date: March 2025
Department: Projects
Reporting to: Project Coordinator

SCOPE OF WORK

OVERVIEW:

AFDAL project works towards enhancing resilience to climate change/shocks, productivity, access to market, and overall income generation opportunities within the food system in Akkar Lebanon. FTL is seeking 4 Field Officers to ensure the smooth execution of all FTL (Fair Trade Lebanon) activities in Akkar region. This role operates under the guidance and assignments provided by the Project Coordinator and plays a critical role in coordinating and overseeing field operations.

AFDAL phase IV financed by WFP and implemented by Care International Lebanon and Fair Trade Lebanon, aims to enhance resilience to climate change/shocks, increase productivity, access to market, and overall improve employability and income generation opportunities within the food system in Akkar Lebanon.

- 1. Beneficiary Engagement:**
 - Organize and plan outreach events and validation for 100 greenhouse farmers and 140 open field farmers in Akkar.
 - Foster positive relationships with beneficiaries, ensuring their concerns and needs are addressed.
- 2. Coaching Support:**
 - Assist in coordinating with project coordinator to prepare snacks, and refreshments for coaching sessions.
 - Help manage coaching logistics to ensure sessions run smoothly.
- 3. Documentation Management:**
 - Handle all supportive documents related to coaching, 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 coaching 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 any 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

HOW TO APPLY

Applicants are encouraged to send their CVs at careers@fairtradelebanon.org

Only shortlisted candidates will be contacted.