



TERMS OF REFERENCE

Coaching

Location: Lebanon – Beirut
Type of Contract: Consultant
Starting Date: April 2024
End Date: May 2024
Languages: Arabic and English
Reports to: FTL Project Manager
Coordinates with: FTL Project Coordinator
Project Title: NOOMOO
Deadline: 22 March 2024
Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Objective

Fair Trade Lebanon, in partnership with GIZ, is proposing to implement an incubation program supporting agri-food 25 MSMEs and cooperatives in Beirut and Mount Lebanon. The project will be in continuity to the previous phase over a period of 2 months. Funded by BMZ, the program is designed to help the participants grow their businesses and refine their activities by offering them customized coaching in business-related topics.

2- Scope of work

The consultant will conduct the coaching for the below to support the targeted MSMEs:

- Sales for local market
- Product development
- HR
- Sales for export
- Marketing + Photo/video

The consultants will coordinate with FTL to validate the abovementioned interventions and agree on the approach.

The consultants will deliver a total of 68 coaching sessions; the repartition will be done in coordination with FTL.

3- Deliverables

The Consultants will deliver the coaching and will submit a report related to the intervention.

4- Qualifications

- Registered company
- Higher university degree in business, economics, finance
- Minimum 5 years' experience as a consultant
- Proven knowledge of Fair-Trade principles
- In depth knowledge of the Lebanese context
- Proven presentation skills
- Drives 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