



## TERMS OF REFERENCE

### Entrepreneurship trainer

**Location:** Beirut, Mount Lebanon

**Type of Contract:** Trainer

**Starting Date:** 9 June 2025

**End Date:** 8 July 2025

**Languages:** Arabic and English

**Reports to:** FTL Project Manager

**Project Title:** Save the Children

**Coordinates with:** Field Coordinator

## SCOPE OF WORK

---

### 1. Summary

Fair Trade Lebanon (FTL) is seeking an Entrepreneurship Trainer to deliver training sessions in Beirut and Mount Lebanon. These sessions will target vulnerable beneficiaries who are interested in starting their own small businesses. The beneficiaries have no prior background in business but have already received training in life skills and financial literacy.

### 2. Objective

The project's goal is to enhance the resilience and self-reliance of vulnerable households with children in Beirut and Mount Lebanon by improving their ability to meet their basic needs through increased income and integration in livelihood opportunities.

### 3. Outcomes

The Entrepreneurship trainer will be tasked with achieving the following outcomes:

- Equip around 75 beneficiaries with entrepreneurial knowledge and practical skills to ideate, design, and implement viable business initiatives tailored to their unique needs and local market dynamics.
- Guide beneficiaries in developing their own business plans through structured training sessions, practical exercises, and mentorship, ensuring plans are feasible, realistic, and sustainable.

- Enhance beneficiaries' understanding of their target markets through participatory market research activities, enabling them to make informed decisions and effectively position their businesses.
- Strengthen beneficiaries' entrepreneurial mindset and capacities to identify opportunities, mitigate risks, and build resilience in navigating challenges within their business environments.

#### **4. Deliverables**

The Entrepreneurship Trainer will deliver the following:

- Deliver a comprehensive entrepreneurship training curriculum, including modules on business planning, market analysis, financial management, and marketing.
- Facilitate interactive group training sessions to support beneficiaries in developing, reviewing, and finalizing their business plans.
- Produce a training report summarizing the approach, session outlines, tools used, market analysis activities, and individual progress of beneficiaries, along with recommendations for follow-up support.
- Develop and distribute user-friendly training materials, such as business plan templates, market research guides, financial planning tools, and other resources to ensure continuity and scalability of entrepreneurial skills beyond the project.
- Provide 6 training sessions for 4 groups of 20 participants (3 hours per session).

#### **5. Qualifications**

- Bachelor's degree in business administration, entrepreneurship, or a related field.
- Demonstrated experience in assisting MSMEs and individuals with business planning, market analysis, or market entry strategies.
- Strong analytical skills with the ability to identify market trends, opportunities, and develop effective business strategies.
- Proficiency in both Arabic and English languages with excellent communication and negotiation abilities.

#### **6. Skills**

- Exceptional project management skills with meticulous attention to detail to ensure the successful implementation of business plans and market entry strategies.
- Effective networking and relationship-building skills to establish and maintain partnerships with key stakeholders in target markets.
- Ability to communicate complex business concepts effectively and provide guidance and support to individuals.

## 7. Evaluation

- The quotation's evaluation process will consider following with assigned weights:
- Financial ..... 50%
- Technical ..... 50%

## 8. Payment Terms

- Payments will be made through bank cheques
- Payment will be made **after 20 business days** from the last delivery and submission of final invoice.
- The cheque amount will be subject to applicable bank fees.

## 9. How to Apply

Interested candidates are requested to submit the following documents to [careers@fairtradelebanon.org](mailto:careers@fairtradelebanon.org):

- Portfolio showcasing examples of successful business planning projects.
- CV and ID of the applicant.
- Short concept note outlining the approach to facilitating business planning for this project.
- Detailed budget proposal.

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