



## TERMS OF REFERENCE

### Expert for Identification of Food Product Needs

Date 26 September 2025

**Location:** Beirut, Lebanon

**Project Title:** ARADINA

**Contact:** [careers@fairtradelebanon.org](mailto:careers@fairtradelebanon.org)

**Date of Posting, if applicable:** 1 October 2025

**Deadline for Submission:** 1 November 2025

## SCOPE OF WORK

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### Project Description

The ARADINA project is a multi-stakeholder project that supports Lebanon's transition toward more sustainable and resilient agricultural systems in a context of climate change, economic pressure, and social challenges. The 48 months project is funded by the Agence Française de Développement (AFD) and led by CIHEAM IAMM, in partnership with Fair Trade Lebanon (FTL) and Action Against Hunger (ACF). The project zones of intervention are Baalbeck Hermel area and the northern part of Akkar. These areas are agricultural production zones but face persistent challenges including water scarcity, soil degradation, declining farm incomes, limited access to markets, and high levels of social and economic vulnerability.

The project aims to promote agricultural systems that are environmentally sustainable, economically viable, socially inclusive, and traceable. This is achieved through the adoption of agroecological practices at farm level, the strengthening of agricultural value chains, and engagement with relevant policy actors. Through tailored technical assistance, behavior change approaches, and collective investments, ARADINA supports farmers in improving water and soil management, reducing reliance on chemical inputs, and strengthening productivity and climate resilience.

In parallel, the project supports cooperatives and Agri food enterprises to improve their performance and create decent employment opportunities, with particular attention to women, youth, and other vulnerable groups. It also works to improve market access through labeling and traceability systems, the promotion of short value chains, and stronger linkages between producers and markets. Data generated through research and field activities will be used to support policy dialogue, raise consumer awareness, and promote gender equity and environmental sustainability.

### 1- Summary

Fair Trade Lebanon is seeking an **Internal Expert** to identify and structure the **food product needs** of selected public school canteens participating in the ARADINA pilot in Akkar and Bekaa.

The assignment will provide a **clear, structured demand assessment** to inform farmer engagement, contractual arrangements, and local sourcing mechanisms under the project.

## **2- Objective**

The objective of this assignment is to **identify, quantify, and structure the food product needs** of public school canteens in order to:

- define required products, quantities, and delivery frequencies,
- align supply needs with local agroecological production capacities,
- support the design of transparent and feasible sourcing mechanisms under ARADINA.

## **3- Scope of Work**

The Internal Expert will be responsible for the following tasks:

- **A. Review of Existing Information**
  - Review available information on school canteen operations, menus, and constraints.
  - Coordinate with FTL and relevant stakeholders to clarify the pilot scope.
- **B. Field-Level Needs Assessment**
  - Conduct field visits and structured discussions with selected public schools.
  - Identify food product needs by category (fresh, processed, dry goods).
  - Estimate quantities, delivery frequency, and basic quality requirements.
- **C. Structuring and Consolidation of Needs**
  - Consolidate findings into **clear demand profiles** per school and per region.
  - Identify seasonal variations and flexibility margins.
- **D. Internal Coordination**
  - Coordinate with the expert responsible for farmer identification.
  - Contribute to internal planning discussions under Activity 2.2.2.

## **4- Deliverables (Supporting Documents):**

The expected deliverables include:

- A **food product needs assessment matrix** for public school canteens
- A **summary analytical note** consolidating demand profiles and key constraints
- Inputs to internal planning and contracting discussions

All deliverables shall be submitted in **English and/or French**, as agreed with FTL.

## **5- Duration and Timeline**

The total duration of the assignment shall **not exceed 10 working days**, to be implemented between **December 2025 and August 2026**, following signature of the contract.

## **6- Location of Implementation**

The assignment will be implemented in **Akkar and Bekaa**, with coordination from **Beirut**.

## **7- Qualifications of the Service Provider**

The applicant (individual or company) must demonstrate:

- Experience in **food systems, school feeding, or agri-food value chains**
- Strong analytical and data-structuring skills
- Familiarity with public institutions or school environments is an asset
- Ability to work in coordination with internal project teams

## **8- Required Documents for Submission**

All applicants (Companies or Individuals) should submit the following:

- Technical Proposal (description of approach and methodology)
  - Financial Offer (in local currency or EUR, including all applicable taxes)
  - Company Profile or CV
  - At least two references or examples of similar previous work
  - Signed acceptance of payment terms and conditions
- a. In case of Company application: The company should submit the following legal document:
- Commercial Circular
  - Fiscal Certificate of Incorporation at the Ministry of Finance
  - VAT Certificate of Registration if applicable
  - ID of company's authorized representative(s)
- b. In case of Individual application: The individual should submit the following legal documents
- CV
  - ID
  - Fiscal Number

## **9- Evaluation Criteria**

The quotation's evaluation process will consider following with assigned weights:

- Financial ..... 30%
- Technical ..... 70%

## **10- Payment Terms**

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

## **11- How to apply**

Applicants are requested to send:

- Detailed quotation as per requirements
- Legal documents
- Acknowledgment letter of payment modality

via email to: [careers@fairtradelebanon.org](mailto:careers@fairtradelebanon.org)

Only selected candidates will be contacted.