



TERMS OF REFERENCE

Expert to Develop the Methodological Framework

Date: 24 September 2025

Location: Beirut, Bekaa, Akkar, Lebanon

Project Title: ARADINA

Contact: careers@fairtradelebanon.org

Date of Posting, if applicable: 1 August 2025

Deadline for Submission: 1 September 2025

SCOPE OF WORK

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 **develop, update, and structure a methodological framework** used for the **selection, assessment, monitoring, and accompaniment** of agroecological cooperatives and MSMEs under the ARADINA project.

The assignment will result in a **clear, harmonized, and operational reference framework**, aligned with agroecology principles, and used by FTL teams to guide implementation under Component 2.

2- Objective

The objective of this assignment is to **prepare a structured and user-friendly methodological framework** that:

- aligns selection and assessment tools with agroecological principles,
- harmonizes criteria and indicators used across activities,
- supports consistent decision-making, monitoring, and learning under ARADINA.

3- Scope of Work

The Internal Expert will be responsible for the following tasks:

A. Review and Consolidation of Existing Tools

- Review existing tools used for beneficiary selection, diagnostics, and accompaniment.
- Identify overlaps, gaps, and inconsistencies across tools and activities.

B. Structuring the Methodological Framework

- Consolidate and structure criteria and indicators across the following domains:
 - Governance and organizational capacity
 - Gender equity and social inclusion
 - Agroecological practices
 - Financial management
 - Economic viability and market orientation
- Ensure alignment with ARADINA objectives and agroecological principles.

C. Digitalization and Operationalization

- Format the methodological framework into **operational digital tools** (Kobo and/or Excel).
- Ensure tools are user-friendly and adapted to field implementation.

D. Internal Capacity Building

- Deliver an **internal training session** for FTL project staff on the application of the framework.
- Produce a **user guide** to support consistent use by field and technical teams.

4- Deliverables (Supporting Documents):

The expected deliverables include:

- A **structured methodological framework** (digital and printable versions)
- A **methodological user guide** for FTL teams
- Documentation of one **internal training session** (agenda, materials, attendance)

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 **October 2025 and September 2026**, following signature of the contract.

6- Location of Implementation

The services will be delivered across **Beirut, Bekaa, and Akkar**.

Field visits to cooperative and SMEs sites in the targeted regions will be required.

7- Qualifications of the Service Provider

The applicant (individual or company) must demonstrate:

- Proven experience in **organizational development, program design, or diagnostic tools**
- Strong understanding of **agroecology and cooperative/MSME support**
- Proven experience in **certification, labels and traceability systems**
- Experience with **digital data collection and structuring tools** (Kobo, Excel)
- Strong facilitation and internal training skills
- Experience working within **donor-funded projects** is an asset

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

Only selected candidates will be contacted.