



TERMS OF REFERENCE

Needs Assessment Expert for Farmers and Agri Producers

Date 23 February 2025

Location: Akkar, North Lebanon

Project Title: Sustainable and Inclusive Livelihoods in Agriculture SILA

Contact: procurement@fairtradelebanon.org

Date of Posting, if applicable: 23 February 2026

Deadline for Submission: 28 February 2026

SCOPE OF WORK

Project Background

The Sustainable and Inclusive Livelihoods in Agriculture (SILA) project funded by Swisscontact and implemented by Fair Trade Lebanon (FTL) is a 1-year project that aims to improve livelihoods in Akkar by strengthening the capacities of smallholder farmers, livestock and poultry producers, Agri producers, and post-harvest facilities, while improving their access to sustainable market systems. Through market assessments, targeted capacity building, coaching, and facilitated market linkages, SILA supports stronger local value chains, promotes sustainable production and better use of local resources, and encourages the inclusive participation of women and vulnerable farmers to enhance long term resilience and income generation.

1- Summary

Fair Trade Lebanon is seeking a qualified Needs Assessment Expert to conduct structured assessments of selected beneficiaries under the SILA project in Akkar. The assignment aims to identify technical, operational, and business gaps in order to inform tailored training, coaching, and in-kind support.

2- Objective

The objective of this assignment is to assess the needs of selected farmers, livestock and poultry producers, Agri producers, and post-harvest facilities, and to provide practical recommendations that will guide the design and implementation of SILA capacity building and support activities.

3- Scope of Work

- Develop simple assessment tools tailored for the 135 targeted farmers, 50 selected livestock and poultry producers, and 15 designated agricultural producers / post-harvest facilities.
- Conduct field visit involving structured interviews with each of the 15 agricultural producers / post-harvest facilities. In addition, a sample of 10 % of the total number of farmers (185) will be visited and assessed.
- Facilitate up to two focus group discussions with the crop farmers and up to two focus group discussions with the livestock and poultry producers in Akkar.
- Assess technical, operational, and business needs and identify key gaps affecting production, market access, and service use.
- Provide clear recommendations to inform training topics, coaching focus, and in-kind support.

4- Deliverables (Supporting Documents):

- Assessment tools developed
- Reports outlining the identified technical, operational, and business gaps

5- Duration and Timeline

The assignment will be implemented over a period of two (2) months from the date of signature of the agreement.

6- Location of Implementation

The services will be delivered in Akkar Governorate, North Lebanon.

The assignment will require field visits to selected beneficiaries, including farmers, livestock and poultry producers, Agri producers, and post-harvest facilities across various locations in Akkar.

7- Qualifications of the Service Provider

The applicant (individual or company) must demonstrate:

- University degree in agriculture, rural development, agribusiness, or a related field.
- Minimum 5 years of experience in agricultural field assessments or capacity building assignments.
- Experience in conducting field visits and structured interviews with farmers or agri producers.
- Prior experience working with NGOs or donor funded projects is an asset.

- Fluency in Arabic and good working knowledge of English.

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 USD, 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: procurement@fairtradelebanon.org

Only selected candidates will be contacted.