



TERMS OF REFERENCE

Technical Coaching for Agri-Producers and Post-Harvest Facilities (Akkar)

Date: 23 February 2026

Location: Akkar, Lebanon

Project Title: SILA – Sustainable Inclusive Livelihoods in Agriculture

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 (FTL) is seeking qualified technical coaches and sector experts to support the implementation of the SILA project by providing tailored coaching to a total of 15 agri-producers and post-harvest facilities in Akkar.

The selected beneficiaries may include sorting and storage facilities, feed producers, livestock- or poultry-related enterprises, nurseries, and food processing MSMEs.

Each selected entity will receive three tailored coaching sessions, including at least one session dedicated to digital platform access and digital tools adoption, based on findings from a detailed needs assessment.

This ToR is divided into three sector-based lots. Applicants may apply to one or more lots, clearly indicating their lot(s) of interest in the subject line.

2- Objective

To enhance the operational efficiency, market access, digital integration, and sustainability of selected agri-producers and post-harvest facilities in Akkar through tailored technical coaching and structured advisory support.

3- Lots

3.1. Lot 1: Sorting, Storage & Post-Harvest Facilities Coach

3.1.1. Scope of Work:

The selected service provider will deliver tailored coaching to sorting and storage facilities, including but not limited to fruit and vegetable sorting units, cold storage facilities, and post-harvest handling enterprises.

Coaching topics may include:

- Operational management and workflow optimization
- Post-harvest handling best practices
- Quality control and grading systems
- Inventory and storage management
- Sustainable and climate-smart storage solutions
- Traceability and compliance standards
- Sustainable packaging solutions
- Market linkage strategies
- Digital tools for inventory management and platform access

Each entity will receive three structured coaching sessions (combination of field visits and remote follow-up), including one digital-focused session.

3.1.2. Qualifications of the Service Provider

The applicant (individual or company) must demonstrate:

- Degree in Agriculture, Post-Harvest Management, Food Technology, or related field
- Minimum 5 years of experience in post-harvest systems or storage facility management
- Experience working with cooperatives or agri-MSMEs
- Strong coaching and advisory background

3.2. Lot 2: Animal Feed, Livestock & Poultry Enterprises Coach

3.2.1. Scope of Work:

The selected service provider will deliver coaching to feed producers and livestock/poultry-related enterprises.

Coaching topics may include:

- Operational and production management
- Feed formulation efficiency and sourcing strategies
- Use of local feed/fodder resources
- Quality assurance and compliance standards
- Business model strengthening
- Cost optimization and sustainability strategies
- Market access and partnership development
- Digital tools for supply chain and customer management

Each selected entity will benefit from three tailored coaching sessions, including one digital-focused session.

3.2.2. Qualifications of the Service Provider

The applicant (individual or company) must demonstrate:

- Degree in Agriculture, Animal Production, Livestock Sciences, or related field
- Minimum 5 years of experience in feed production or livestock value chains
- Strong understanding of agribusiness models
- Experience in coaching or advisory services

3.3. Lot 3: Food Processing & Agro-MSMEs Coach

3.3.1. Scope of Work:

The selected service provider will deliver tailored coaching to food processing enterprises and agro-MSMEs.

Coaching topics may include:

- Operational efficiency and workflow optimization
- Quality assurance and food safety standards
- Business model development and strengthening
- Access to markets and buyer engagement
- Product positioning and value addition
- Sustainable packaging solutions
- Seedling quality management (for nurseries, where applicable)
- Digital marketing tools and platform integration

Each entity will receive three coaching sessions, including one session focused on digital platform access and digital tools.

3.3.2. Qualifications of the Service Provider

The applicant (individual or company) must demonstrate:

- Degree in Food Technology, Agribusiness, Business Administration, or related field

- Minimum 5 years of experience working with food processing MSMEs
- Experience in market linkage and business development
- Strong coaching and facilitation skills

4- Coaching Approach

All coaches are expected to:

- Review needs assessment findings prior to engagement
- Develop a brief coaching plan per assigned entity
- Conduct field-based coaching sessions
- Provide practical, actionable recommendations
- Offer remote follow-up where needed
- Ensure alignment with SILA's sustainability and inclusion principles

5- Deliverables (Supporting Documents):

Each selected service provider must submit:

- Coaching workplan
- Attendance sheets
- Coaching session report covering all coaching sessions
- Photo documentation (where applicable)

All deliverables must be submitted electronically in editable format.

6- Duration and Timeline

The total duration shall not exceed **six (6) months** from the date of contract signature.

The coaching schedule will be coordinated with FTL and aligned with beneficiary availability and operational cycles.

7- Location of Implementation

- The services will be delivered in Akkar region.
- Field visits to facilities and enterprises are required.

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.