



TERMS OF REFERENCE

Title: Curriculum Development Specialist for Fruits and Vegetables Farmers Capacity Building

Date: 11 February 2026

Location: Akkar, Lebanon

Project Title: SILA – Sustainable Inclusive Livelihoods in Agriculture

Contact: procurement@fairtradelebanon.org

Date of Posting, if applicable: 20 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 a qualified Curriculum Development Specialist to adapt and structure a tailored capacity-building curriculum based on FTL's existing materials and needs assessment findings. The curriculum will target 135 crop farmers (vegetables, fruits, legumes, and feed crops) in Akkar, who will be divided into five groups, with each group receiving three structured training sessions.

The specialist will ensure that the curriculum is practical, participatory, market-oriented, and aligned with the needs assessment findings conducted by FTL.

2- Objective

To develop a structured and tailored training curriculum that enhances the technical, business, and digital capacities of 135 crop farmers, enabling improved productivity, sustainable practices, and better market engagement.

3- Scope of Work

The service provider will be responsible for the following activities:

- Review needs assessment findings and relevant project documentation.
- Develop a structured and context-specific training curriculum tailored to smallholder farmers in Akkar.
- Structure the curriculum into three sessions, 2 hours each, per group (5 groups total), ensuring logical progression and practical applicability.
- Integrate the potential topics listed below (subject to modification based on the results of the needs assessment):
 - Sustainable agricultural practices (Integrated Pest Management-IPM, water management, soil fertility, circular economy approaches)
 - Processing and utilization of local feed resources
 - Intercropping fodder with vegetables to enhance productivity and resource efficiency
 - Business management and sales fundamentals for farmers
 - Negotiation skills and introduction to contract farming
 - Digitalization and use of digital platforms for market access
- Ensure that the curriculum reflects:
 - Participatory and adult-learning methodologies
 - Gender-sensitive and inclusive approaches
 - Practical, field-based application
- Submit the final curriculum framework and session plans

4- Deliverables (Supporting Documents):

The consultant shall submit the following:

- Detailed curriculum framework
- Complete session plans for three training sessions Complete session plans covering three training sessions to be delivered per group
- Training materials in editable format in PPT with project's template

5- Duration and Timeline

The total duration should not exceed one (1) month from signature of agreement.

6- Location of Implementation

- The assignment will be primarily desk-based.
- Coordination meetings may take place in Akkar or Hazmieh (FTL offices) as needed.

7- Qualifications of the Service Provider

The applicant (individual or company) must demonstrate:

- University degree in Agriculture, Agribusiness, Rural Development or related field
- Minimum 5 years of proven experience in curriculum development and training design
- Has performed more than 20 training sessions in the past year
- Demonstrated experience working with smallholder farmers
- Strong knowledge of sustainable agriculture and agribusiness concepts
- Experience working with NGOs and donor-funded projects is an asset
- Excellent written communication skills in English and Arabic.

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.