

TERMS OF REFERENCE

National Field Facilitator — Baabda

Fair Trade Lebanon — Coordination Division

Position Details

Location	Baabda field location
Contract Type	Freelance
Number of Positions	One (1) — Baabda
Project Title	LHF
Languages	Arabic & English (required) · French (asset)
Reports To	National Project Coordinator / Project Manager
HR Contact	HR Director
Works With	Senior Field Officer, Junior Field Officers, MEAL, Procurement
Posting Date	July 7, 2026
Deadline for Submission	July 10, 2026

Important Notice: The LHF project has not yet been awarded. This position will be activated only once the project is officially awarded and funding is confirmed. Any engagement under these Terms of Reference remains contingent upon the award of the project, and the indicative dates below may be adjusted accordingly.

Job Summary

Project Background

The LHF project includes an emergency Cash-for-Work (CfW) intervention in Baabda, covering community outreach, beneficiary registration, verification, orientation, worksite supervision, and field implementation. Implementation is supported by safety, PSEA, AAP, decent-work, and EORE orientation, as identified in the project proposal.

Objective of the Positions

Fair Trade Lebanon (FTL) is seeking to recruit one National Field Facilitator to support the field implementation of the emergency Cash-for-Work intervention in Baabda. The facilitator will ensure direct field facilitation, beneficiary mobilization, complete registration and verification records, timely event and training support, accurate MEAL documentation, follow-up with participants, and regular field reporting.

Positions and Deployment

Position	No. of Staff	Duty Station	Duration	Indicative Deployment Period
National Field Facilitator — Baabda	1	Baabda field locations	5 months	01-Oct-2026 to 28-Feb-2027

The deployment period is indicative and subject to the award of the project and confirmation of the project start date.

Roles and Responsibilities

Reporting to the National Project Coordinator / Project Manager, and coordinating with the MEAL, Procurement, and Finance teams as needed, the National Field Facilitators will:

- Facilitate beneficiary outreach, Kobo registration, and verification and de-duplication support in the assigned area;
- Coordinate with municipalities and community actors;
- Support orientations, trainings, field events, and follow-up visits and calls;
- Maintain MEAL documentation and support field logistics; and
- Prepare weekly field reporting for the assigned area's implementation.

Location and Work Modality

The position is field-based in Baabda, with coordination from the FTL Hazmieh office as needed, and availability during trainings, field days, verification visits, distributions, and worksite follow-up.

Management and Supervision

The facilitators will be managed by the National Project Coordinator / Project Manager through weekly planning, daily field coordination during activities, review of trackers and documentation, MEAL data checks, and corrective follow-up with the Procurement, Finance, and field teams. FTL will provide the approved workplan, Kobo forms and tablets or phones, beneficiary registration and verification tools, attendance sheets, orientation materials, event checklists, feedback and complaints forms, PPE/safety materials, distribution and procurement trackers, and reporting templates.

Expected Deliverables

- Weekly field updates;
- Beneficiary outreach and registration lists, Kobo/MEAL datasets, and verification and de-duplication notes;
- Attendance sheets, orientation records, photos, and feedback forms;
- Follow-up visit and call logs;
- Distribution and procurement support records;
- Complaints and referral documentation; and
- Final field summary inputs.

Qualifications and Experience

- Bachelor's degree or technical diploma in Agriculture, Development Studies, Social Sciences, Business, or a related field is preferred;
- At least two to three years of field implementation, community mobilization, or development project experience;
- Strong interpersonal communication skills and practical knowledge of Baabda;
- Ability to use Kobo/mobile data collection and maintain documentation;
- Experience supporting trainings, workshops, distributions, or beneficiary follow-up;
- Familiarity with municipal coordination, vulnerable communities, and Cash-for-Work or livelihoods programming is preferred;
- Cultural sensitivity and willingness to travel regularly within Baabda; and
- Fluency in Arabic is required; working English is required for reporting and tools; French is an asset.

How to Apply

Interested candidates should submit their CV and a short cover letter, by email to:

careers@fairtradelebanon.org

Applicants should clearly indicate the following in the email subject line:

LHF – National Field Facilitator (Baabda)

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted. Any offer of engagement remains contingent upon the award of the LHF project.