

TERMS OF REFERENCE

UXO / EORE Trainer

Fair Trade Lebanon — Coordination Division

Position Details

Date	September 15, 2026
Location	Baabda and Baalbek field locations
Project Title	LHF Project
Contact	careers@fairtradelebanon.org
Date of Posting, if applicable	September 15, 2026
Deadline for Submission	Fifteen (15) days from the date of posting

Job Summary**Project Background**

The LHF project includes a 7-month emergency Cash-for-Work (CfW) intervention in Baabda and Baalbek, covering community outreach, beneficiary registration, verification, orientation, worksite supervision, and field implementation across six clusters and two 30-working-day CfW cycles. Implementation is supported by safety, PSEA, AAP, decent-work, and EORE orientation, as identified in the project proposal.

A qualified UXO / EORE (Explosive Ordnance Risk Education) trainer is needed to deliver risk-awareness sessions before field deployment and worksite activities, so that project staff, field teams, volunteers, and CfW participants understand explosive ordnance risks, safe behavior, reporting pathways, and do-no-harm measures in the implementation areas.

Objective

Fair Trade Lebanon (FTL) is seeking to engage a qualified trainer to deliver UXO / EORE risk-awareness orientation sessions in Baabda and Baalbek. By the end of the training, participants will understand UXO/ERW risks, unsafe behaviors to avoid, safe responses if suspicious items are found, and reporting/referral channels, and will be able to apply EORE messages during outreach, orientations, and Cash-for-Work activities.

Indicative Training Content

Training sessions will cover the following, which are indicative and subject to adaptation based on participant needs:

#	Training Topic	Description & Objectives	No. of Days	Sessions per day	Duration	Indicative Period
1	UXO / EORE risk-awareness orientation — Round 1	Deliver practical Explosive Ordnance Risk Education for staff, field facilitators, area coordinators, volunteers, and CfW participants covering recognition of UXO/ERW risks, safe behavior, avoidance, reporting/referral procedures, worksite precautions, and key safety	3	5	30 mins each	28-Sep-2026 to 02-Oct-2026

#	Training Topic	Description & Objectives	No. of Days	Sessions per day	Duration	Indicative Period
		messages to be reinforced during field activities.				
2	UXO / EORE risk-awareness orientation — Round 2	Deliver practical Explosive Ordnance Risk Education for staff, field facilitators, area coordinators, volunteers, and CfW participants covering recognition of UXO/ERW risks, safe behavior, avoidance, reporting/referral procedures, worksite precautions, and key safety messages to be reinforced during field activities.	3	1 to 3 sessions per day	30 mins each	04-October-2026 to 11-Nov-2026

The target audience for all sessions is: National Project Coordinator, Area Coordinators, Field Facilitators, volunteers, and CfW participants in Baabda and Baalbek. Sessions should be adapted to vulnerable communities and field teams, with simple safety messages reinforced throughout. The indicative periods are subject to the award of the project and the field deployment schedule.

Methodology and Approach

The training should consist of interactive and practical awareness sessions using simple safety messages, examples relevant to field and worksite contexts, participant Q&A, pre/post or short learning checks, attendance tracking, and clear referral/reporting guidance. The trainer shall use an approved session agenda, EORE awareness materials, attendance sheets, a pre/post or short learning check, a projector or printed visuals if needed, and referral/reporting guidance, with field coordination support provided by FTL.

Scope of Work

The selected service provider will:

- Review relevant LHF project documents and materials provided by FTL;
- Develop the session agenda and EORE awareness materials and submit them to FTL for approval before implementation;
- Deliver the UXO / EORE risk-awareness sessions in person in Baabda and Baalbek, in coordination with the field team and project management schedule;
- Facilitate participant Q&A and administer pre/post or short learning checks;
- Track attendance and provide clear referral and reporting guidance to participants; and
- Submit training reports, attendance sheets, and any other documentation required by FTL.

Fair Trade Lebanon will be responsible for participant mobilization and overall coordination of the training activities. The FTL team will set the training schedule in coordination with the selected trainer and the field deployment plan.

Deliverables (Supporting Documents)

The selected trainer will be required to submit:

- Session agenda and training materials;
- Signed attendance sheets for each session;
- Photos from the sessions, where permitted;

- Short learning check results and participant feedback; and
- A brief training completion report with recommendations for field follow-up.

Duration and Timeline

The assignment covers two rounds of three sessions each, with indicative periods of September 28 – October 2, 2026 and November 4–11, 2026. Each session shall be two to three (2–3) hours in duration. All sessions must be delivered before field deployment and prior to Cash-for-Work worksite activities. Sessions will be scheduled in coordination with Fair Trade Lebanon (FTL) and the field team.

Location of Implementation

The services will be delivered in person in Baabda and Baalbek. Travel to the training and field locations is required. The exact locations will be determined and communicated by FTL.

Financial Proposal

Applicants shall submit their financial proposal using the shared financial proposal template. The financial proposal shall be provided on a per-session basis and should include all costs related to the preparation and delivery of the training, including the development of the session agenda and EORE awareness materials, and all transportation costs to the training and field locations in Baabda and Baalbek.

Qualifications of the Service Provider

The applicant (individual or organization) must demonstrate:

- Certified or demonstrably experienced UXO / EORE trainer profile;
- Practical experience in explosive ordnance risk education, community safety awareness, or mine-action-related training;
- Ability to adapt messages to vulnerable communities and field teams;
- Strong Arabic facilitation skills;
- Familiarity with safety, safeguarding, and do-no-harm principles; and
- Fluency in Arabic is required; English is required for coordination and reporting materials.

Required Documents for Submission

All applicants (companies, organizations, or individuals) should submit the following:

- Technical Proposal, prepared in accordance with the attached Technical Proposal Template;
- Financial Offer, prepared in accordance with the attached Financial Proposal Template (in local currency or USD, including all applicable taxes);
- Company/Organization Profile or CV;
- At least two references or examples of similar previous work; and
- Signed acceptance of payment terms and conditions.

In case of **Company or Organization** application, the applicant should submit the following legal documents:

- Commercial Circular or proof of registration;
- Fiscal Certificate of Incorporation at the Ministry of Finance;
- VAT Certificate of Registration, if applicable; and

- ID of the authorized representative(s).

In case of **Individual** application, the individual should submit the following legal documents:

- CV;
- ID; and
- Fiscal Number.

Evaluation Criteria

Applications will be evaluated according to the following criteria and weighting:

- Financial 30%
- Technical 70%

The evaluation will assess the applicant's relevant experience, qualifications, proposed methodology, and financial offer. Fair Trade Lebanon reserves the right to request clarifications from applicants during the evaluation process.

Payment Terms

- Payments will be made through bank cheques;
- Payment will be made **20 business days** from the last delivery and submission of the final invoice; and
- The cheque amount will be subject to applicable bank fees.

How to Apply

Interested applicants should submit all required application documents outlined in these Terms of Reference, including the completed technical and financial proposals and supporting documents, by email to:

careers@fairtradelebanon.org

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

LHF – UXO / EORE Trainer

Only shortlisted candidates will be contacted. Any contracting under these Terms of Reference remains contingent upon the award of the LHF project.