

TERMS OF REFERENCE

Volunteers — Outreach and Cash-for-Work Support

Fair Trade Lebanon — Coordination Division

Position Details

Date	September 15, 2026
Location	Baabda and Baalbek field locations
Project Title	LHF Project
Number of Positions	Six (6) volunteer engagements across outreach and CfW support
Contact	careers@fairtradelebanon.org
Date of Posting, if applicable	[To be completed]
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.

Objective of the Volunteer Engagement

Fair Trade Lebanon (FTL) is seeking short-term volunteer support for community outreach, beneficiary mobilization, survey and registration assistance, documentation, and Cash-for-Work field support in Baabda and Baalbek. Volunteers will be engaged on an activity-based, incentive-supported basis, rather than as full staff positions, and may be assigned to outreach rounds or to CfW supervision support according to the approved activity plans. A total of 126 volunteer-days is foreseen, with a volunteer incentive of USD 20 per volunteer-day.

Volunteer Assignments and Deployment

Assignment	Location	Volunteers	Volunteer-Days (each)	Reporting Line	Indicative Period
Outreach or CfW supervision support	Baabda and Baalbek field locations	6	21	National Field Facilitators	01-Oct-2026 to 31-Jan-2027

Volunteers will be assigned to outreach or CfW supervision support, and to specific field locations, by the FTL team according to the approved activity plans. The deployment period is indicative and subject to the award of the project and confirmation of the activity schedule.

Roles and Responsibilities

Coordinated by the National Area Coordinators and the National Project Coordinator, and reporting through the National Field Facilitators, the volunteers will:

- Support community outreach and beneficiary mobilization;
- Assist with community surveys, registration, and awareness-session logistics;
- Support distribution and CfW field activities, including CfW supervision support;

- Maintain respectful communication with vulnerable households and stakeholders;
- Support documentation and feedback collection; and
- Provide brief daily reporting inputs for the Baabda and Baalbek implementation.

Location and Work Modality

The engagement is field-based and activity-driven in Baabda and Baalbek, with assignments and schedules coordinated by the National Area Coordinators and the National Project Coordinator according to the approved outreach, registration, distribution, and Cash-for-Work plans. Coordination will include activity briefings, daily task assignment, attendance tracking, field check-ins, and review of completed records. Safeguarding, complaints, referral, safety, and operational concerns must be escalated immediately through the approved project channels. FTL will provide the approved activity schedules, volunteer attendance sheets, outreach and beneficiary lists, Kobo or registration tools, survey forms, orientation materials, feedback and complaints referral tools, visibility and safety guidance, distribution or Cash-for-Work checklists, and daily reporting templates.

Management and Supervision

Volunteers will be supervised through activity briefings, daily task assignment, attendance tracking, field check-ins, review of completed records, and escalation of safeguarding, complaints, referral, safety, and operational concerns through approved project channels.

Expected Deliverables

- Signed volunteer attendance sheets;
- Outreach and mobilization records;
- Survey and registration support logs;
- Feedback and referral notes;
- Activity photos, where consent is provided;
- Distribution and CfW support records;
- Brief daily updates; and
- Consolidated volunteer-day and incentive summary.

Qualifications and Experience

- Strong local community knowledge of Baabda and/or Baalbek and willingness to travel to the assigned field sites;
- Prior exposure to community outreach, mobilization, surveys, registration, awareness sessions, distributions, or Cash-for-Work support is preferred;
- Respectful communication with beneficiaries and stakeholders;
- Basic record-keeping and documentation skills, and the ability to follow instructions;
- Reliability, punctuality, and availability on scheduled field days;
- Compliance with safeguarding, PSEA, AAP, confidentiality, safety, and do-no-harm requirements; and
- Fluency in Arabic is required; basic English or French is an asset for completing forms, supporting reports, and coordinating with project teams.

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 – Volunteer (Baabda / Baalbek)

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.