



Terms of Reference for a Trainer to Conduct a Training Course on Food Processing

1. Background Information

The Palestinian Businesswomen's Association - ASALA's mission is and has always been to provide services that help women in poverty to change their lives, their social position, and their future by enabling and encouraging their successful participation in sustainable economic activities. In pursuing this goal, ASALA's staff and supporters commit to the values of transparency, democracy, social equity, professionalism and coherence. Aligned with the project's goals, to promote social inclusion and innovation within the agri-food sector, Asala collaborated with Partners (CAWTAR, Jovesolides Espana, CESIE and Universita di Roma Vergata), to implement its mission of empowering numerous rural women in food processing, food production, boost women's labor participation, entrepreneurship and creating a sense of awareness to the role they attribute to in their local communities. The potential of the agri-food sector, an industry closely assimilated with the Palestinian cultural identity and heritage, and showing an untapped portion of the market, that is able to induce change and prosperity within the Palestinian economy. Based on the field and desk research studies conducted, it is evident that the potential of this segment of the Palestinian market is immense, in terms of innovation and growth. Such an opportunity for market growth can be directly attributed to the dynamics of the Palestinian market, which is a consumer market rather than a producing one. Asala will be responsible for the implementation and scaling up of a sustainable value module in agri-food, Rural Social Innovation (RSI). RSI redefines the boundaries between organizations and the community, addressing broader societal challenges by seeking economic, social and environmental sustainability; balancing tradition and innovation; and explicitly seeking community development at the local level. This entails tailored research, training and placement activities that will establish the core of the project, 35 women per country (140 in total) will be trained with marketable skills to improve their capacity according to the RSI model. 80% of the 140 women will increase their chances of employment and chances to find a job after the end of the training (28 per country) as the output of subsequent job matching and job creation activities. At Asala we believe equipping women with the education and training needed to conquer their unfortunate situation, is taking the first step towards creating a better tomorrow. This project is vital to the participants to improve their lives; therefore, improving their community, especially in these dire times of the COVID-19 pandemic.





2. Overall objective

The objective of this service is for the successful vendor to conduct the Technical Training on Food Processing for young women within the targeted Governorate “Ramallah”, a maximum of 35 participants, averaging 11-12 participants in each workshop with other necessary administrative and logistical arrangement. Thus, the training aims to:

- Design training Material (Curriculum, implementations)
- Introduce participants to food processing (how to turn raw agricultural products into foods that can be consumed especially dried vegetables and fruits, Sauce - Tomato Paste, pickles, etc.)
- Introduce participants to supporting tools (measurement tools, Specialized ovens, Specialized drying tools)
- Enhance the understanding of participants regarding food safety, shelf life, hygiene and related regulations to ensure production of safe and quality processed items.
- To deliver the technical skills and know-how needed in order to enable the participants in food processing and packaging activities.
- To enable the participants to control the quality of their products, and to make the necessary calculations to determine the efficiency of the manufacturing process
- Field visits and monitoring.

3. Targeted beneficiaries and duration of implementation

The training will be conducted in Ramallah governorate for 35 young women (NEET group), in total of 135 hours. The Training expected to take place from October.15th 2021 to November.30th 2021.

4. Deliverables

The successful vendor shall provide the following services:





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- Developing Training Guide i. Development of contents of training guides that meet the scope of training. ii. Sharing of Arabic and English version of training guides and trainee handout prior to printing.
- Procurement of Training Raw Materials and consumables.
- Provision of Technical Training
- Training evaluation (Pre/Post)
- Training report

5. Required qualifications

Interested vendors must address the following minimum requirements, qualifications, staff experience and capabilities in their technical proposal:

A suitability statement including CV of participating trainer (s) with details of qualifications and experience:

- Technical proposal that will explain how the objectives and expected outcomes of the consultancy will be delivered together with the proposed methodology.
- Work-plan clearly indicating the activity schedule.
- Financial proposal providing cost estimates and trainers fees.
- Contacts of three organizations that have recently contracted you to carry out a similar assignment.

Experts assigned to this project by the vendor must possess the following skills and qualifications:

- Trainer(s) should hold a bachelor's degree in agricultural engineering/Food processing, as a minimum, with specific experience to the scope of training in Food processing, as well as previous experience in providing training to farmers and household members and women.
- He/she should have at least 10 years of work experience and at least 5 years of work experience in training in similar field.
- Good conceptual, writing and presentation skills.
- Excellent command of the Arabic and English language (oral and written).





- Computer skills in word excel and power point.

Technical Training Outline on Food Processing

The training will cover the processing of dried vegetables and fruits, Sauce - Tomato Paste, pickles... etc. This course shall explain the importance of food preservation and processing as well as the processing of different marketable products based on the targeted crop. Food spoilage and deterioration, packaging integrity, marketing and legislative requirements should be discussed. The course shall also cover the processing requirements to ensure food safety and hygiene. Productivity, yield and process efficiency shall be also discussed.

6. Learning outcomes

After completing this course, the young women should be able:

- Selecting right input materials and commodities for production
- To have an understanding of organic production, and ability to adapt.
- To have an understanding of organic farming, and ability to adapt.
- To process fresh produce into different products; dried vegetables and fruits, Sauce - Tomato Paste, pickles... etc.
- To implement the quality control measures during the entire process to achieve the highest operational efficiency
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7. Training topics

Topics	Training Hours
Food Safety & Hygiene aspects and Good Manufacturing Practices	25
Introduction to food processing and preservation.	
Deterioration of food items, cause and prevention.	
Production of dried vegetables and fruits, Sauce - Tomato Paste, pickles Filling and packaging products, quality control of the process and final products, inspection and testing	75
Labeling requirements according to the national and international standards.	15
Process yield and productivity.	5
Food Processing and Social Innovation	15

8. Request for proposal format

Interested trainers shall submit the required hard copies and one soft copy of their technical (company profile, relevant experience in conducting similar assignments, CVs of the proposed trainers) and a financial proposal to “Asala” to the below address in **sealed envelopes** no later than 06 October 2021 at 12:00 PM local time.

Address is:

Ramallah, Al-Bireh, Hammoudeh Al Deirawi Bldg, 4th Floor

Tel: 02-2985892

E-mail: PR@asala-pal.org

Website: www.asala-pal.org

