

## TERMS OF REFERENCE

The René Moawad Foundation, SIRCLES project's partner in Lebanon, who has to set up a composting plant in Hbaline, Byblos District, Mount Lebanon Governorate is launching a call for proposals for an Entrepreneurial Skills Trainer who has to provide final beneficiaries (NEET & Women) with basic knowledge and skills concerning business start-up, and encourage final beneficiaries (NEET & Women) to develop their own circular business idea (for those who wish to do so) and to apply for the SIRCLES sub-granting mechanism.

SIRCLES -Supporting Circular Economy (CE) Opportunities for Employment and Social Inclusion- is a far-reaching project that contributes precisely in that direction, with ambitious goals and clear benefits for the MED Sea Basin.

The project provides marketable skills for the future and new job opportunities in the CE and bio-waste (BW) management sectors for NEET and Women. The recognized potential of the CE sector to create jobs and boost the economy, whilst safeguarding the environment (EC and ILO), has encouraged a large partnership of social inclusion stakeholders and organizations from the civil society, public and private sectors coming from Greece, Italy, Jordan, Lebanon, Palestine, Spain and Tunisia.

In all these countries, NEET and Women will be offered tailor-made trainings on BW management, entrepreneurial and soft skills, as well as job opportunities along the BW loop in separation, collection, composting and farming.

SIRCLES will deliver CE business models serving as a showcase to be scaled-up and replicated in the PP regions and beyond, contributing towards having a more inclusive and environmentally sustainable growth. The development of capacities along with job insertion and the engagement of local entities will ensure sustainability beyond the project duration. CE is in the process of evolution and this project will help in providing the necessary empirical evidence needed for informing policy-making and developing further this inclusive economic model.

### Basic skills

- Good knowledge of the English language (written and oral)
- Good knowledge of the local language
- Good use of Microsoft Suite (Excel, Word, Power Point)
- Good use of online communication tools (i.e., Zoom platform, Google Meet, Teams, Google Classroom, ...)
- Basic knowledge of Business start-up process and Business Design Tools
- Prior experience in coaching

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## Desirable additional qualifications/experiences:

- Prior experiences in offering training, support and consultancy for Business Start-up
- Prior experiences in entrepreneurial activities
- Prior experiences in working with NEET's & Women (i.e., job-insertion programs)
- Prior experiences in projects addressing Sustainability, Circular Economy, Social Inclusion, Local Development, Sustainable Agriculture, Local Development and related topics
- Studies in Economics, Business, Management and related fields.

## Main tasks:

- Attend 8 days online TOT
- Carry out preliminary needs assessment of the final beneficiaries (NEET & Women)
- Translate the training material elaborated by PIN S.c.r.l. to the local language after modifying some topics to fit the local context
- Organize and deliver the entrepreneurial training to final beneficiaries (NEET & Women)
- Prepare and deliver final evaluation tests to beneficiaries (NEET & Women)
- Provide support to final beneficiaries (NEET & Women) wishing to apply for the sub-granting mechanism: i.e., support in elaborating/reviewing the required submission documents (i.e., Business Plan)
- Ensure a listening and responsive attitude towards final beneficiaries (NEET & Women) learning needs and difficulties.
- Maintain an open and transparent communication and exchange with PPs throughout the project.
- Promote SIRCLES project and training on social media following project partners' guidance.
- Submit a report

The Trainer will provide the above topics on Google class to a total of 40 NEET's & Women who will be divided into 2 groups to improve their employability skills

The trainer will provide 10 days (excluding lesson plan and PPT creation with translation) of implementation of the lesson plans per group in need of employability skills.

The trainer will design the lesson plans for each of the sessions mentioned above and will submit the lesson plan along with a PowerPoint Presentation before the start of the training sessions. Compensation will be provided for preparation time and curriculum design, as well as for the hourly online training sessions.

## Submission of proposals:

Interested applicants should provide a proposal covering the following aspects:

Detailed response to the TOR

- Proposed methodology of the action plan.

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- Proposed timelines
- CVs
- Detailed budget, including daily fee rates
- For more information, kindly refer to the attached TOR and RFQ.

### How to apply?

Please send your proposal, as ONE PDF document with the above-mentioned points, to René Moawad Foundation (Email: [Sircles@rmf.org.lb](mailto:Sircles@rmf.org.lb), [mdaher@rmf.org.lb](mailto:mdaher@rmf.org.lb) and [cabouraad@rmf.org.lb](mailto:cabouraad@rmf.org.lb)) **by February 4, 2022.**

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