



Terms of Reference for the sub-contraction of “Soft Skills Trainer” for SIRCLES Project

Project Background:

The Mediterranean’s high unemployment rate, especially among the youth & women, has serious economic & social repercussions, which matters not only for the countries individually, but also has wider implications. At the same time, the area suffers from a combination of different environmental challenges that further affect peoples’ livelihoods. Considering the complexity of the situation, MED countries need to consider new approaches that address these challenges integrally.

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 & 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 & 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 & Tunisia.

In all these countries, NEET & 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 & 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 & this project will help in providing the necessary empirical evidence needed for informing policy-making and developing further this inclusive economic model.

The project partners are:

- **Agència de Residus de Catalunya / Waste Agency of Catalonia (Calatonia, Spain)**
- **Training and Employment Labour Insertion Company Catalonia, Spain)**



- **National Technical University of Athens (Attiki, Greece)**
- **Organization Earth (Attiki, Greece)**
- **House of Water and Environment (Palestine)**
- **EDAMA Association for Energy, Water and Environment (Amman, Jordan)**
- **Rene Moawad Foundation (Lebanon)**
- **Tunisia ECOTOURISM (Bizerte, Tunisia)**
- **Italian Composting and Biogas Association (Lazio, Italy)**
- **PIN S.c.r.l. Scientific and Educational Services for the University of Florence (Toscana, Italy)**

The René Moawad Foundation, partner of SIRCLES in Lebanon who has to set up a composting plant in Hbaline, Byblos District, Mount Lebanon Governorate is launching a tender for a Soft Skills Trainer.

Professional Qualification:

Education: Preferably a Master degree in one or more of the following disciplines: English Literature, or Business

Experience and technical qualifications:

- At least 5 years in teaching business English
- At least 3 years' experience as a soft skills/employability trainer
- Relevant experience in providing capacity building;
- Proven track record in organizing, designing and implementing training sessions on soft skills
- Good knowledge of NEET and women's



General Competencies:

- Excellent command of English and Arabic both written and verbal
- Ability to work in a team in a multi-cultural environment;

Key Deliverables/Tasks

The Trainer will run the following tasks:

- Create a content in Arabic with a summary lesson plan and a PowerPoint Presentation and provide training sessions on the following topics:
 - Creative Thinking and Problem Solving
 - Self-knowledge, self-perspective & self-image
 - Stress Management
 - Introduction to Effective Communication Skills
 - Importance of Teamwork (and tips to help you become a team player)
 - Conflict Resolution
 - Time Management
 - How to write a Curriculum Vitae?
 - How to write Cover Letter Basics?
 - How to Network?
 - Job Interview Preparation
 - How and where to search for a job?
 - How to use various tools and platforms for job hunting?
 - How to write a professional email?
- Conduct Pre-Tests and Post –Tests
- Prepare Training report
- Prepare Training Documents

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



The trainer will provide around 24 hours (excluding lesson plan and PPT creation) 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.

Timeline

- Deadline to submit proposal: January 24, 2022

Budget and payment:

The consultant should submit the total budget in the proposal with a detailed breakdown including applicable government taxes.

Submission of proposals:

Interested applicants should provide a proposal covering the following aspects:

- Detailed response to the TOR
- Proposed methodology of the action plan.
- Proposed timelines
- CVs
- Detailed budget, including daily fee rates

Please send your proposal, as ONE PDF document with the above-mentioned points, to René Moawad Foundation (Email: Sircles@rmf.org.lb, mdaher@rmf.org.lb and cabouraad@rmf.org.lb) by January 24, 2022.