



Business Development Training ToR

A. Background:

Established in 1951, IOM-UN Migration agency is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. With 174 Member States, a further nine States holding observer status and offices in over 100 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. The IOM Constitution recognizes the link between migration and economic, social, and cultural development, as well as to the right of freedom of movement. Headquartered in Geneva, IOM's structure is highly decentralized, enabling the Organization to acquire capacities closer to where the needs are and to effectively deliver an ever-increasing number of diverse projects at the request of its Member States and partners.

B. Project Description:

For the past three years, Lebanon has endured a complex economic and financial crisis. The situation has been compounded by the continued pressures of the Syrian refugee crisis, and the economic impact of COVID-19, the Beirut Port explosions, and the war in Ukraine. The impact of the country's economic collapse on the Lebanese, refugee and migrant population is creating additional problems for Lebanon's migration and asylum systems. Indeed, with limited means to preserve their purchasing power, vulnerable Lebanese and refugee households are pushed to resort to negative coping strategies, including irregular migration/onward refugee movements to Europe. The project: "Addressing irregular migration and protecting the rights and wellbeing of migrants and refugees in Lebanon" funded by Italy aims to help the Lebanese government address asylum and migration challenges resulting from the current crisis. IOM will implement the 15-month project that will: support and protect people's livelihoods to reduce the socio-economic drivers of irregular migration among Lebanese and Syrian refugee communities; and promote effective border and maritime migration management, including search and rescue services, to avoid loss of life at sea and safeguard the rights of refugees and migrants.

IOM is seeking an incubator to deliver Business Development services and training to 75 Lebanese and Syrian beneficiaries in the North, Akkar and the Bekaa.



C. Scope of Services, Expected Outputs and Target Completion:

With the objective of improving the employability of men and women in and outside of Lebanon, under the output: “support and protect people’s livelihoods to reduce the socio-economic drivers of irregular migration among Lebanese and Syrian refugee communities” IOM is seeking an incubator to deliver Business Development services. A business incubator provides comprehensive support and resources to early-stage and startup businesses in aims to help these startups grow and succeed by offering a range of services and resources, which may include physical workspace, mentorship, funding assistance, networking opportunities, educational programs, administrative support, and more.

The incubator is expected to deliver business development training to selected beneficiaries in the following locations:

Targets and locations:

- 40 BDT beneficiaries in North and Akkar governorates.
- 35 BDT beneficiaries in Bekaa governorate.

Note: incubators can apply to cover one or several governorates.

Expected Output

1. Provide BDT to newly identified beneficiaries.
 - a- Share a proposed methodology. (e.g., theory and practice modules, number of sessions and days required for each training available, accreditation details, other...).
 - b- Share a BDT work plan (e.g., Training preparations, venue set up, any recruitment aspect, training details timeframe, Exams (business plan preparation, and grading), etc.).
 - c- Facilitation of BDT sessions.
 - d- Venue provision.
2. Cover Procurement aspects (e.g., stationery, other...).
3. Conduct Beneficiaries’ evaluations and exams.
4. Deliver certificates to beneficiaries upon training completion.
5. Conduct Satisfaction Surveys.
6. Conduct a training evaluation and provide recommendations.
7. Assist IOM by granting access to junior entrepreneurs / skilled individuals for provision of additional business development services, or by referring them to Microgrants program provided by IOM.
8. Receive referrals from IOM’s supported businesses / individuals to service provider’s existing trainings. – proposed wording Provide a list to IOM of available training related to business and allow IOM to share to IOM’s supported business/individuals to apply.



D. Institutional Arrangement

- a) The Service Provider will be directly reporting to, seeking approval from, and obtaining certificate of acceptance of output from the National Program Officer.
- b) The methodology and work plan must be submitted after 1 week of contract issuance.
- c) The final report on the implementation of the tasks should be submitted 1 week after finishing the training.
- d) IOM ERR staff will be monitoring the delivery of the training from the planning phase until the implementation and the submission of the final report.

D. Duration of the Work

- The overall duration of the service will be 2 months in total, covering all the aspects of implementation listed above.
- The actual business development training should last between 10 to 20 days.

E. Location of Work

Service provider should be able to deliver business development trainings in centers located in one or more of the following governorates:

- The North.
- Akkar.
- Bekaa.

F. Qualifications of the Successful Service Provider at Various Levels

- At least 3 years of experience in conducting Business Development Training.
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- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
- Excellent inter-personal communication skills including experience of facilitation of training/workshops and presentation.
- Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques, and systems of project management.
- Excellent communication and written skills in English.
- NGO or private institution with relevant experience in incubation services are eligible to apply.



G. Scope of Proposal Price and Schedule of Payments

- a) At the end of the service delivery (once), the Service Provider shall invoice IOM in USD in an amount not exceeding the Contract Price.

The invoice(s) along with the final report shall be sent to the IOM Beirut. All invoices should be free of errors and should reach IOM on time.

- b) The cost should cover the development and implementation of the business development training as listed above i.e., implementation including center, facilitators, stationery, refreshment, and transportation fees, other.
- c) The payment will be made once upon the delivery of the training and the submission of the final report to IOM.

H. Recommended Presentation of Offer

- **Expression of Interest** outlining how the Service Provider meets the selection criteria and their understanding of the ToR. A summarized description of the scope of work and the intended methodology to be used as well as a tentative work plan including activities and time frames. Detail the number of days/sessions needed, the number of hours per session and the training methodology (theory or application or both).

- Curriculum vitae (CV) outlining relevant qualifications and experience.
- Proposed Budget.

J. Annexes to the TOR

- EOI template.
- Budget template.