

Terms of Reference EFE Soft Skills Trainer

A. Opportunity Overview

Title:	EFE Soft Skills Trainer
Type of contract:	Consultancy
Location:	Beirut, Lebanon
Duration:	1 year
Reports to:	Training and Business Development Coordinator
Overview:	EFE seeks experienced trainers to facilitate soft skills trainings for young people aiming to provide maximum value to youth in preparing them for successful entry into the workforce.

B. Background

Education For Employment (EFE) is the leading nonprofit that trains youth and links them to jobs across the Middle East and North Africa (MENA). This pivotal region is the hardest place on the planet for youth to get their first job – they are three times more likely to be unemployed than older adults. EFE believes in the positive power of youth in MENA. We are confident that youth can transform the trajectory of the region if we give them the chance. So, we built a network operating in nine countries across the region to bring this vision to life. Through the EFE Network, we match businesses that need qualified employees with young women and men seeking a job, whom we train with skills to succeed on the job and in life. Our mission is simple: to create economic opportunities for unemployed youth in MENA so that they can create a brighter future for themselves, their families and their communities. Through locally run affiliate organizations in Algeria, Egypt, Jordan, Lebanon, Morocco, Palestine, Saudi Arabia, Tunisia, and Yemen, and global support hubs in the United States, Europe, and United Arab Emirates (UAE), EFE has connected more than 190,000 youth to the world of work, 58% of whom identify as women. EFE's participants are typically aged between 18 and 35 years old.

EFE trainings utilize youth-centered, innovative teaching techniques, for both online and in-person formats, to provide youth with the skills necessary to access and succeed in the world of work. “Work Readiness” is EFE’s signature soft skills curriculum. This program teaches participants market-driven, transferable soft skills to prepare them to succeed in any workplace. Delivered in combination with demand-driven, technical skills trainings, this curriculum ensures that participants are prepared to thrive in their future careers.

“Work Readiness” is offered in all countries in EFE’s Network and is available in Arabic, English, and French. The curriculum is designed for in-person learning with complementary asynchronous learning opportunities available on EFE’s Learning Management System (LMS). The total duration of EFE’s Work Readiness curriculum is 93.5 hours. The duration of the program can vary depending on participant and employer partner needs as well as market assessments in the target country.

C. Overview of Assignment

Under the guidance of the Training and Business Development Coordinator, EFE Soft Skills Trainers will be responsible for delivering EFE’s signature soft skills curriculum for youth in Lebanon using EFE’s “Work Readiness” curriculum.

Kindly be advised that selection under this TOR and attendance at the required Training of Trainers (TOT) does not guarantee work opportunities. Final selection of trainers for training delivery is at EFE’s discretion.

D. Expected Deliverables

EFE Work Readiness Trainers are expected to:

- Attend a Training of Trainers (TOT) to be trained on EFE's "Work Readiness" curriculum and approach;
- Attend shadowing or co-facilitation sessions with Master Trainers;
- Deliver soft skills trainings for youth using EFE's "Work Readiness" curriculum and approach;
- Collaborate with EFE staff to evaluate participants and facilitate the completion of participant feedback surveys;
- Communicate effectively and clearly with all EFE participants and staff;
- Provide feedback to EFE on course delivery and challenges encountered, when relevant;
- Comply with EFE's Safeguarding Policy.

E. Duration

1 year

F. Required Skills, Competencies, and Experience

- Qualified trainer with at least two (2) years of experience in training and development;
- Demonstrated track record with relevant NGOs and international organizations;
- Strong theoretical and practical background in training delivery and adult learning pedagogy as well as evaluation and assessment techniques;
- Strong theoretical knowledge and applied experience using hands-on, participatory pedagogical approaches;
- Experience delivering soft skills trainings;
- Experience working in the Middle East and North Africa (MENA) region;
- Fluency in Arabic and English is required;
- Strong abilities in communication, presentation, coaching, and leadership;
- Meets deadlines and manages time efficiently.

G. Application Procedure

Interested applicants must submit the following documents in English or the application will not be considered:

- Curriculum Vitae or Resume demonstrating related training experience;
- A short essay of 200 words or less answering the following question: "What motivates you to contribute to EFE's mission?"
- Financial proposal in USD, including daily rate.

All requested materials should be sent no later than **July 18, 2025**. Please email mzena@efe.org with "Soft Skills Trainer" in the subject line.