

ToR- Food Safety and Food Processing Expert

LEBANESE RED CROSS

DRR Unit



Terms of Reference (ToR)

Food Safety and Food Processing Expert

Assignment:

Terms of references for Food Safety and Food Processing Expert

Location:

Lebanon – North Akkar and East Baalbeck

Duration:

12 to 18 months.

Starting date:

2 to 4 weeks after the selection of the Business Development, Marketing, and Cooperative Management Expert

Expected period of implementation:

12 to 18 months



1. Background of Assignment

In light of Lebanon's persistent economic and financial crisis, which has significantly impacted the majority of its population since 2019, the humanitarian situation in the country continues to deteriorate, leading to heightened levels of poverty and escalating needs. This crisis, ranked among the most severe globally, has resulted in soaring inflation, widespread unemployment, and an inability for many to afford basic necessities, thus exacerbating acute humanitarian challenges. The depreciation of the currency and inflationary pressures have led to increased prices for essential goods, further deepening the reliance of over half of Lebanon's 5.8 million inhabitants on humanitarian aid for sustenance and basic requirements. Additionally, more than 1.2 million individuals are facing significant barriers in accessing safe water and sanitation services.¹

Given these challenges, implementing livelihood projects with farmers in Lebanon is paramount for adapting to climate change and reducing disaster risk in a climate-smart manner. The country faces various climate-related challenges, including rising temperatures and more frequent extreme events like heatwaves, cold waves, droughts, wildfires, and floods. These conditions directly impact the agricultural sector, which serves as a livelihood for many farmers, resulting in decreased productivity, shifts in production zones, and loss of pasture lands and water resources.² The objective is to introduce climate-smart livelihood projects to enhance farmers' resilience against climate change impacts. These projects integrate innovative and sustainable agricultural practices, equipping farmers with the necessary tools and knowledge to adapt to changing climate conditions while minimizing risks. Moreover, by promoting climate-resilient livelihoods, there's a contribution to community resilience, sustainable development, and the well-being of vulnerable populations in the face of an increasingly unpredictable climate.

In response to this multifaceted context, the Lebanese Red Cross (LRC) is dedicated to enhancing community resilience, particularly targeting processors and farmers in two vulnerable Lebanese communities. Through the "Lebanon Country Program," the aim is to support micro-entrepreneurs and farmers in their recovery efforts amidst the crisis. This initiative currently concentrates on communities in NORTH Akkar - Qobayat, Owainat, Mashta Hassan, Alnahriya, Indkit, Shadra, Menjiz, Mashta Hamoud, Rmah, Aidamoun- and EAST Baalbek Nabi Chit, Khraybe, Khoder, Maaraboun, Ham, Sariin Tahta, Sariin Fawka, Jenta where targeted interventions aim to address the pressing needs and challenges faced by the local populations.

Objective:

One of the objectives of this project is to enhance the capacities of **4 food processing cooperatives and 20 beekeepers** — in North Akkar and East Baalbek, by supporting the implementation of different practices that guarantee safety and quality in the food transformation and conservation processes.

To achieve this a 20-hour training program is planned for the staff of the cooperatives and beekeepers.

The training will focus on knowing proper storage methods, such as drying or canning, to extend the shelf life of produce. This can be done through adapting methods of food processing, such as drying and preserve production techniques or obtaining products derived from honey (propolis, pollen, wax, royal jelly).

¹ Overview of the humanitarian response in Lebanon – OCHA

² 2016_USAID_Climate Risk Profile_Lebanon_2.pdf (climatelinks.org)



Additionally, it will include Teaching of Good Manufacturing Practices and Good Hygiene Practices, as well as training in the HACCP system (Hazard Analysis and Critical Control Points), which will allow them to identify, evaluate and control food hazards preventively.

Based on the above, the Lebanese Red Cross is seeking a proposal/quotation from a qualified food safety and food processing consultant to conduct the training sessions for 4 food processing cooperatives beneficiaries and 20 beekeepers.

The locations of trainings will be determined at a later stage in North Akkar and East Baalbek. The training days can be scheduled on consecutive or non-consecutive schedule, based on logistical feasibility, to be confirmed with LRC staff.

For cooperative members, the training will focus on processing and preserving agricultural products, such as drying, canning, and producing traditional preserves, to improve product shelf life and marketability.

For beekeepers, the training will focus on honey processing and the production of value-added bee products, such as propolis, pollen, wax, and royal jelly, alongside proper storage, hygiene, and food safety measures to maintain product quality and meet market requirements.

2. Scope of Work

1. Requirements for the selection of the Food safety and Food Processing Expert:

This assignment aims to recruit a highly skilled food safety and food processing expert who will conduct:

- 20-hour training sessions for a total three groups: two groups of 20 cooperative members each and one group of 20 beekeepers, distributed between North Akkar and East Baalbek.

Please, note that in addition to the targeted beneficiaries, LRC staff and volunteers will be present during the workshop days to build their capacities, and support the participants.

2. Training Sessions on Food Processing and Food Safety:

The expert is required to develop tailored training materials (handouts, visual aids, case studies). The trainings has to be adapted to the baseline knowledge of the training participants.

The training will be conducted over the course of (20 hours). The training topics must include the following:

2.1 Conduct tailored training sessions for selected small-scale producers and beekeepers on food safety, hygiene, and processing techniques, with a strong focus on Good Manufacturing Practices (GMP), Good Hygiene Practices (GHP), and Lebanese regulatory requirements. The sessions will be adapted to participants' baseline knowledge and will utilize visual aids, handouts, and case studies to ensure effective learning.

2.2 Introduce participants to the principles of food safety and hygiene standards, emphasizing the importance of reducing foodborne illnesses through proper food handling and sanitation practices, pest control, and personal hygiene.



2.3 Educate producers on the infrastructure requirements for safe food processing and handling, including adequate space, cleanable surfaces, ventilation, and lighting, in alignment with Lebanese guidelines.

2.4 Provide hands-on training on food preservation and storage techniques, covering traditional and modern methods such as drying, canning, fermentation, vacuum sealing, and proper storage of agricultural products to reduce spoilage and extend shelf life.

2.5 Conduct practical sessions on the processing and packaging of honey and its by-products, including propolis, pollen, wax, and royal jelly, highlighting techniques to improve product quality, ensure safety, and meet market expectations.

2.6 Train participants on the application of Good Agricultural Practices (GAP) and Good Manufacturing Practices (GMP) in the handling and transformation of both agricultural and bee products, emphasizing cross-contamination prevention and cleanliness standards.

2.7 Introduce participants to branding and labeling guidelines with a focus on Lebanese legal requirements, including nutritional information, traceability, and expiry dates, to enhance product value and market access.

2.8 Deliver specialized sessions on the principles and implementation of Hazard Analysis and Critical Control Points (HACCP), including risk assessment, identification of critical control points (CCPs), and development of corrective actions to minimize food safety risks in both agricultural and honey value chains.

2.9 Provide in-depth guidance on integrating HACCP with existing GMP and GHP systems to create a comprehensive quality and safety management system for small-scale producers and cooperatives.

Please, note that in addition to the targeted beneficiaries, LRC staff and volunteers will be present during the workshop days to build their capacities, and support the participants.

In addition, the field visits will be conducted in coordination with the project team who will accompany the expert during these visits.

3. Duties and responsibilities of the Food safety and Food processing Expert Trainer:

- 3.1 The expert is required to conduct an Initial assessment for 4 cooperatives and 20 beekeepers, on their skills and knowledge of Food Safety practices, their products list.
- 3.2 The gap assessment and the Gap Assessment Report aims to identify deficiencies in knowledge and skills, inexistent or inadequate equipment/infrastructure, gaps between current practices and recognized food safety standards in addition to defining priority areas for training and technical intervention.
- 3.3 The assessment will have to include a thorough revision of existing Food safety procedures (if any), and on site observations and visits to training participants.
- 3.4 Outcome of the Assessment has to include a Baseline Assessment Report summarizing all deficiencies and strengths, in addition to drafting a customized Training Plan based on actual needs. The report must also include any infrastructure recommendations (in the case of cooperatives per say) and follow-up support.
- 3.5 Develop training program package that is aligned with the ToR and the Scope of work, including the design and development of the training curriculum, materials, and needs assessment tool for the participants;
- 3.6 Provide all supporting materials for the training program (hand-outs for participants, power point presentations, checklists, and reference materials);
- 3.7 Detailed agenda for the 20-hour training for cooperatives beneficiaries in agreement with the project team; N.B. the same training will be provided for two groups of cooperative beneficiaries distributed between North Akkar and East Baalbek;



- 3.8 Detailed agenda for the 20-hour training for beekeepers in agreement with the project team;
- 3.9 Training Schedule for all the training groups.
- 3.10 The training should be interactive and hands-on with opportunities for participants to actively practice and receive feedback on their skills;
- 3.11 Support participants through technical assistance and follow-up visits with LRC staff and volunteers, ensuring cooperatives beneficiaries and beekeepers apply the skills learned and receive guidance as needed;
- 3.12 Develop a tool to assess participants' progress and the impact of the training on their production processes;
- 3.13 Submit GAP Assessment Report
- 3.14 Conduct pre- and post-training evaluations to measure knowledge gained and skills developed;
- 3.15 Conduct Training Attendance Survey
- 3.16 Training Attendance sheets.
- 3.17 A summary report of the training workshops, including key takeaways, findings, photos and recommendations;

4. Deliverables

General Deliverables

- Needs Assessment: A comprehensive needs assessment tool to assess the specific needs and requirements of the business owners/entrepreneurs and farmers allowing the expert and the project team to gain a clear understanding of their current business situations, challenges, and aspirations.
- Detailed training outlines and materials for all four modules: This includes but not limited to; Training Agenda, Training Materials, Attendance Sheets, Pre/Post Test, Training Attendees Survey.
- Training Schedule for all four Training Modules.
- Delivery of training sessions for all four modules.
- Training Curriculum (Curriculum has to include the below mentioned topics in Section 5). Handouts have to be adapted to the participants' educational and literacy levels. Also consider using visuals, demos, and simple language).
- Training Activity Report: Provide a training activity report summarizing the delivery of all training sessions. This report will include any training findings, lessons learnt, Pre/Post Test results, Attendance Sheet and Feedback forms.
- Visual Gallery: Compile a visual documentation gallery with photos and/or videos of the training sessions and field visits.
- Success stories: Expert has to document case studies or success stories from participants applying the training and sharing it on a regular basis.
- Final Report: Submit a report detailing the training findings, achievements, including photos and assessment results, in addition to recommendations with suggestions for further capacity building and improvements.
- Visual Gallery & Success Stories: Compile a visual documentation gallery with photos and/or videos of the training sessions and field visits. This gallery has to include also any success stories encountered during the training.
- Develop a post-training follow-up plan for technical assistance and monitoring.



- Final Report: Submit a report detailing the training findings, achievements, including photos and assessment results, Key recommendations for follow-up support.

Specific Technical Deliverables

- Baseline and Endline Assessment on Production Quantity and Food Product Sales.
- List of New Products and techniques adapted (Innovated Product Recipe or Improved Product Recipe.
- GAP Assessment Report: Submit a report detailing the training findings and achievements, including photos and assessment results. Training Schedule.
- Designing a booklet that should be user-friendly and accessible to participants highlighting the main key points should be follow for Good Hygienic practices (GHP) and Good Manufacturing Practices (GMP).
- Design and provide basic food safety flyers for participants (especially Cooperatives to be able to be used in their premises).

Safety and Food Processing Expert Profile

4.1. Academic Qualifications, Education and Relevant Experience:

- University degree: Specialist with a Master degree in Food sciences and technology, Agriculture Engineer specialist in Food processing or any related major.
- At least five years' work experience training on Food Safety and Food Processing training: Consider Food Safety Trainings related to HACCP, GHP, GMP, ISO 22000.
- 3–5 years of experience in food safety management, inspection, or training.
- Experience working with cooperatives, small-scale producers, or beekeepers is highly desirable.
- Familiarity with local and international food safety regulations.
- Proven ability to design and deliver adult education or technical training.
- Ability to adapt content to different literacy levels and cultural contexts.
- Specific Knowledge and requirements:
 - Understanding of honey production, processing, and contamination risks.
 - Knowledge of residue control, hygiene in honey handling, and labeling requirements.
 - A prior experience working with Cooperatives.
- At least implementing 3 similar projects as a previous experience
- Previous experience in dealing with civil society organizations (CSOs), NGOs or national societies is an asset.
- Fluency in written and spoken Arabic and English languages.
- Excellent computer skills (MS Office applications) and ability to use information technologies as a tool and resource.
- Able to provide necessary support for participants with primary educational levels to ensure effective learning.
- Good reporting skills



3. Application Procedures

The application should include:

- Motivation letter summarizing relevant training experience, his/her expertise, and success stories.
- Detailed CV/ resume with clear starting and ending dates, including 3 references (*only one CV will be evaluated, submitted quotations for 2 trainers will be disqualified*)
- Detailed technical proposal, including training methodology (with tools and resources), and the suggested workshop topics and Agenda.
- Financial/ budget proposal

****Please, note that only completed proposals will be evaluated.***

****Please, note that the selected expert should be flexible in scheduling the workshop days based on the project team suggestions and plan.***



4. Technical Evaluation Criteria:

Technical Criteria weight-70% & Financial Criteria weight- 30% (only proposals scoring 50 or +50 points in the technical and financial evaluation will pass to the interview phase)

Criteria:	Points
Relevant Education <ul style="list-style-type: none"> University degree: Specialist with a Master degree in Food sciences and technology, Agriculture Engineer specialist in Food processing or any related major. (5 points) Excellent computer skills with Strong reporting, coordination, and analytical skills. (5 points). 	10%
Relevant professional experience <ul style="list-style-type: none"> At least five years' work experience training on Food Safety and Food Processing training: Consider Food Safety Trainings related to HACCP, GHP, GMP, ISO 22000 (5 points) 3–5 years of experience in food safety management, inspection, or training. And Familiarity with local and international food safety regulations. (5points). +3 years of work experience in conducting training on Good Manufacturing practices for the producers of Traditional Lebanese products. (5points) Previous experience working with Cooperatives (3 points) Previous experience working with Beekeepers (2 points) 	20%
Submitted methodology <ul style="list-style-type: none"> Detailed Methodology for the Assignment (5 points) Detailed Assignment Scope of Work (5 points) Detailed Timeframe (5 points) Detailed curriculum and training topics (3 points) Detailed one-to-one coaching methodology (including tools and resources) (2 points) Previous successful experience with LRC is a plus based on the feedback from LRC (1 Point) 	20%
Interview: <ul style="list-style-type: none"> Clarity in expressing ideas (5 points) Accuracy in responses (5 points) Hability to interact and engage with the interviewers (5 points) Capacity to develop solution – oriented strategies (5 points) 	20%

Payment Schedule:

- We are kindly requesting that The payment schedule will be divided to minimum of four payments related to the successful completion of deliverables.