



Terms of Reference (TOR)

Consultancy: Communication Skills Trainer

Organization: Syrian American Medical Society (SAMS) Foundation

Project Title: Helping Hand – GCC Grant

Location: Lebanon-Beqaa

Duration: 15 Working Days (to be completed by September 2025)

Application Deadline: Friday, 25 July 2025

Submission Email: procurement.lebanon@sams-usa.net

I. Background

The SAMS Foundation is a non-profit, non-partisan, non-religious medical relief organization focused on delivering essential healthcare services and training in conflict-affected regions. SAMS operates across Syria, Lebanon, Jordan, Turkey, Iraq, and Greece, providing medical education, mental health support, and protection services against gender-based violence.

As part of the Helping Hand project funded by Grand Challenges Canada, SAMS will implement specialized workshops in Communication Skills for youth leaders and community facilitators. These sessions aim to equip participants with communication tools to address the social challenges they face and empower them as agents of change.

II. Objective of the Assignment

The purpose of this consultancy is to design and facilitate an interactive Communication Skills training program targeting SAMS staff, youth leaders, and facilitators. The consultant will deliver both direct training and train-the-trainer (TOT) sessions focused on practical communication, improvisation, and performance skills.

III. Scope of Work

Training Components:

- Workshop on public Communication Skills techniques for SAMS staff and youth facilitators.
- Practical exercises and individualized coaching
- Train-the-trainer (TOT) sessions using public speaking manual
- Implementation of warm-up, improvisation, and imagination-based activities
- User manual guidance and capacity building for long-term facilitation

IV. Consultant Engagement Timeline

Task	Estimated Duration
Planning meeting	0.5 day
Training preparation	1.5 days
Communication Skills workshop	5 days
TOT program delivery	5 days
Development of 3 Youth-focused sessions[manual] (3 x 1.5 hrs. Length of each session)	2 Days
Final report preparation	1 day

V. Deliverables

- Detailed training agenda for workshop and TOT
- Delivery of full 5-day Communication Skills workshop
- Completion of 5-day TOT program
- Three structured sessions for adolescents
- Activities booklet and user manual (tips & techniques)
- Summary report on training outcomes and participant performance

VI. SAMS Responsibilities

- Provide training venue and refreshments
- Collaborate on agenda planning
- Participate actively throughout sessions

VII. Payment Schedule

- **Milestone 1:** Upon contract signing and submission of session materials – 30%
- **Milestone 2:** Upon delivery of workshop, TOT, and final report – 70%

VIII. Intellectual Property

All training outputs and documentation developed during the consultancy will remain the property of SAMS Foundation and may be published or distributed at their discretion.



IX. Consultant Qualifications

- Minimum of 5 years' professional experience in public speaking, communications, education, or theater
- Strong facilitation and coaching skills
- Proven ability to manage tight timelines and deliver high-quality outcomes
- Familiarity with Lebanon's humanitarian and NGO context preferred

X. Application Requirements

Qualified applicants are invited to submit the following documents (in PDF format):

1. CV/Resume
2. Demo Video (maximum 2 minutes representing themselves and mentioning few important tips on communication skills)
3. Documentation of relevant experience (if available)
4. Financial Proposal (including daily rate)
5. Completed RFQ form (available upon request via email)

All materials should be sent to:

 **Email:** procurement.lebanon@sams-usa.net

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