



Bioforce Institute is recruiting

FREELANCE TRAINERS / TECHNICAL EXPERTS

Offer Date

28/05/2025

Réf : RH_F000012

BIOFORCE. EMPOWERING HUMANITARIANS.

We believe in a world where the needs of people affected by crises are met by committed professionals who deliver appropriate and high-quality humanitarian aid. Bioforce is a humanitarian organization that works in both crisis preparedness and response—whether the crisis is caused by conflict, natural disaster, or epidemic. We provide training, support, and capacity-strengthening solutions to ensure access to effective and quality aid for vulnerable populations.

CONTEXT.

Our key areas of focus:

LEARN – training today's and tomorrow's humanitarian actors

BUILD – strengthening the capacities of organizations in crisis zones

SHARE – contributing to the development and structuring of the humanitarian sector

Bioforce has been operating in Lebanon since 2018 and aims to expand further in the MENA region to:

- Support the professionalization of local organizations responding to crises
- Develop the skills and employability of individuals seeking to work in the development and humanitarian aid sector

AREAS OF EXPERTISE SOUGHT

HUMAN RESOURCES MANAGEMENT & GOVERNANCE

- ✓ Legal employment management, development of HR policies, and implementation of HR procedures and tools in humanitarian field settings
- ✓ Designing and implementing compensation systems in humanitarian contexts
- ✓ Team management in humanitarian missions
- ✓ Supporting governance model development for organizations
- ✓ Support in the design and implementation of HR policies and procedures

FINANCIAL MANAGEMENT & DONOR RELATIONS

- ✓ Project budgeting and financial planning
- ✓ Donor-specific budgeting (INTPA, ECHO, AFD, USAID, etc.)
- ✓ Cash flow management (forecasts, cash flow plans, fund security)
- ✓ Accounting for humanitarian field projects/programs
- ✓ Budget oversight and monitoring
- ✓ Managing financial audits
- ✓ Drafting funding proposals
- ✓ Organize strategic monitoring of funding opportunities
- ✓ Developing fundraising strategies
- ✓ Support in the design and implementation of financial management policies and procedures

PROJECT METHODOLOGY & MEAL APPROACH

- ✓ Understanding the principles and phases of humanitarian project cycle management
- ✓ Needs assessment methodologies and context-adapted data collection and analysis tools
- ✓ Supporting the design of strategic planning tools : logical frameworks, theories of change, etc.
- ✓ Understanding MEAL (Monitoring, Evaluation, Accountability, and Learning) and developing project monitoring tools
- ✓ Developing tools for accountability and organizational learning
- ✓ Planning and managing evaluations (objectives, criteria, steps, etc.)
- ✓ Supporting strategic planning
- ✓ Partnership management

ROLE OF THE TRAINER / TECHNICAL EXPERT

The trainer /technical expert works closely with the Bioforce educational team. Responsibilities include:

- ✓ Preparing and delivering training sessions based on Bioforce's training materials, adhering to Bioforce's pedagogical approach, and ensuring the quality of training delivered
- ✓ Preparing and grading evaluation assignments at the end of each session
- ✓ Contributing to the development of new training materials when required



DESIRED PROFILE

Are you passionate about adult education, participatory approaches, group facilitation, and hands-on training methods that promote skill acquisition for professional humanitarian practice?

Do you already have or want to develop strong pedagogical and facilitation skills?

Do you have solid professional experience in the humanitarian or international solidarity sector and a background in professional training?

Can you demonstrate expertise in one or more of the areas listed above? Are you autonomous, rigorous, and adaptable?

Join us!

CONTRACT

Consultant status – Freelance contract

LOCALISATION et DURATION

MENA Région

Short-term assignments ranging from 1 to 5 days (compatible with other employment or missions).

CONTACT.

Please send your CV and cover letter by email, specifying the reference and title of the offer in the subject line, to Franca MARTINICO at : fmartinico@bioforce.org