



“Advancing the Rights of Vulnerable Palestinian Women and Children in East Jerusalem”

TERM OF REFERENCE

Short-Term Assignment for one Vocational Trainer in: Advanced Food Processing and Catering

Access to Jerusalem is required

INTRODUCTION: PROJECT BACKGROUND

The organization:

ACAD, the Arab Center for Agricultural Development (ACAD) is a Palestinian non-profit non-governmental organization officially registered in Jerusalem since 1993. ACAD aims at enhancing the participation of rural agricultural development through the integration of marginalized groups, particularly women and youth in the development process and provides decent jobs for them. ACAD provides non-financial “business” support and services, concentrating on rural and/or high poverty rate in the Palestinian areas that are particularly affected by the difficult political situation.

The Project

Together with the five partners, Right to Play (RTP), War Child Holland (WCH) , Sawa, ACAD and ArtLab, the Heinrich Böll Foundation Ramallah & Jordan has launched the EU-funded project “Advancing the Rights of Vulnerable Palestinian Women and Children in East Jerusalem” on September 1st 2014 and will run until August 2017.

ACAD through EU funding is opening 6 collective micro-businesses of women in East Jerusalem. The objective of this sub-granting is to support female small – scale business women and community based organizations by the development of sustainable cooperative microenterprises, enabling access to local markets as well as training and counseling measures.

Collective (women) business background:

The women at the Domari Society of Gypsies in Jerusalem (Shuafat) decided to open a business in **Traditional Gypsy Food Catering and Processing**. Women will prepare traditional gypsy food to be delivered at home or/and for business lunch/dinners or special events such as weddings as well as offer take away services from the center.

The catering service will include elements of the gypsy culture such as traditional gypsy dishes and decoration.

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ASSIGNMENT OBJECTIVES

The objective of this training is to provide women with a set of practical and technical skills and know-how for production, cooking and catering. The training will build on both theory (serving etiquette, hygiene & safety norms) as well as practice using the equipment at the center.

Based on a short survey with the project’s beneficiaries, the following topics should be included in the training agenda. The agenda is to be finalized by the trainer based on a need assessment with the beneficiaries,

- **Main topic:** Cooking traditional Palestinian Food respecting hygiene standards.
- **Main topic:** How to prepare deserts & sweets.
- **Main topic:** Serving Etiquette & Catering.
- **Optional:** Food Processing (pickles, jams..)

REPORTING LINE

Project Coordinator

Course details:

Training topic: Advanced Food Processing, Hygiene & Catering

Locations: Domari Society of Gypsies in Jerusalem (Shuafat)

Duration:

Training: 14 days/3 hours per day. Approx. 1 to 2 days a week. Total duration: **42 hours**

Supervising Equipment Installation: **3 hours**

Grand Total: 45 hours

TASKS & DELIVERABLES

Tasks

- Analysis of the needs of the women regarding their knowledge to prepare an adequate training (max. 1 week)
- Submit a training agenda to the project manager based on the need assessment prior to starting the training
- Visit to the center to follow up on the equipment installation
- Conduct the training which should be mainly practical, including coaching.
- Follow up the production and the process of learning with the trainees
- Report to ACAD project coordinator on a weekly basis about the trainings verbally
- Evaluation of the training in written maximum 2 working weeks after the completion of the training

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Equipment: Provided by ACAD

Number of beneficiaries: 10 to 13 women

Language of the Training: Arabic

Deliverables

- Training Agenda based on assessment of the need of the women including any additional equipment to be purchased by ACAD (food items..)
- Pre- evaluation of the training.
- Post evaluation of the training (max 2 weeks after completion)

TIMELINE & PAYMENT SCHEDULE

DELIVERABLES	DEADLINE	PAYMENT
Training Agenda based on the need assessment and including a budget for any additional equipment Pre- evaluation	Week 2	10 %
Post evaluation of the training	2 weeks after the last session	90 %

SKILLS REQUIRED

- Demonstrated skills and experience in food processing, hygiene standards & catering.
- Experience as a chef is an asset.
- Proven knowledge in nutrition
- Experience as a trainer in food processing and catering is an asset.
- Ability to plan work activities to meet organizational goals. Good time management, follow-up and evaluation skills are required.
- Excellent interpersonal skills, self-motivated, organized and able to work in team.
- Political & cultural sensitivity, commitment to diversity. Ability to communicate effectively with and relate to people of different cultures, demonstrating an ability to see issues from difference perspectives.
- Computer skills (Word, Excel, PowerPoint)
- Fluent in speaking & writing Arabic. Good knowledge of English is an asset.



ADVANCING
THE RIGHTS OF
CHILDREN AND WOMEN
JERUSALEM



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TEMPLATE FOR PROPOSAL

1. Draft of Training agenda
2. Budget – include fees per hour (total 45 hours) including necessary travel costs. Please indicate in **EUR**.
ACAD will deduct 5 % of income tax.
3. CV.

HOW TO APPLY: The CV and the required documents should be sent via e-mail: info@acad.ps

DEADLINE FOR APPLYING: Tuesday 16th of August 2016.