Terms of Reference
Training Consultant

Organisation: Migrant Workers' Action (MWA)
Contract Type: Consultancy (non-renewable)
Location: Beirut-Lebanon (fully in-person)
Duration: 5 full days (of which 3 training days)
Period: December 1st 2026 - January 31st 2027
Payment Modality: Daily rate, invoiced based on approved deliverables
Reporting to: MWA Fundraising & MEAL Manager

INTRODUCTION

Migrant Workers' Action (MWA) is a non-governmental organisation (NGO), founded in 2019 to advance social justice for migrant domestic workers (MDWs) and drive systemic change in labor migration systems in sending countries and Lebanon.

OBJECTIVE

To strengthen the financial management skills of migrant community organizers in order for them to plan, track, and report on their work with accountability and confidence.

SCOPE OF WORK

MWA is seeking a consultant to develop, deliver, and report back on Google Sheets, budgeting, and financial reporting training for migrant community organizers in Beirut.

DELIVERABLES

- Two Days: Google Sheets And Budgeting
    - Spreadsheet basics: rows, columns, cells, formatting, saving, and sharing
    - Core formulas: SUM, simple arithmetic, percentages, and relevant settings
    - Budget lines, unit costs, quantities, and currency (USD/EUR)
    - Budget cost categories: personnel, activity, material, overhead, etc.
    - Tracking actual spending against the budget (budget versus actual)
    - Simple cash book and expense tracking
    - Hands-on practice using realistic examples
    - Create a budgeting template for participants to practice and use later
- One Day: Financial Reporting
    - Why financial reporting matters: accountability to communities and donors
    - Cashbook/ cash tracking, invoice tracking, keeping receipts and supporting documents, and troubleshooting when appropriate receipts are hard to get
    - Preparing a simple financial report linked to the budget
    - Explaining variances (over- and under- spending)
    - Common donor requirements and how to process reporting templates
    - Basic internal controls: who approves, who pays, who records
    - Reporting back to communities and donors in a clear, transparent way
- Report on deliverables, observations, and recommendations for further action.

WORKING MODALITY

- The consultant will work directly with the MWA Fundraising & MEAL Manager, who will provide them with the resources and support needed to deliver, including consultation and feedback meetings and documentation.
- The consultant will present a training plan, including the agenda, materials, and resources to be shared with participants two weeks before the training.

QUALIFICATIONS

- Demonstrable experience in budgeting, financial reporting, and advanced use of Excel/Sheets, ideally with community or civil society organizations.
- Demonstrable experience in training delivery and facilitation.
- Demonstrable experience in working with migrant communities and an understanding of racial discrimination and the sponsorship system (Kafala).

PAYMENT AND INVOICING

- The consultant will be paid at an agreed daily rate (in USD).
- The payment will be made in one installment upon delivery.

CONFIDENTIALITY AND DATA PROTECTION

The consultant will be required to maintain strict confidentiality regarding all organisational data, systems, and information, and to comply with MWA's policies.

HOW TO APPLY

Interested candidates are invited to submit their CV and cover letter including their daily rate by 04/12/2026 to hr@mwaction.org (Subject: Training Consultant).