



**Youth Can DO It 3<sup>rd</sup> Training of Trainees**

**Terms of Reference:**

**Develop and Deliver Training of Trainers on Events Management**

- A. Post title:** Trainer
- B. Location:** Beirut, Lebanon
- C. Reference to the project:** Youth Can Do It "Wajeh" (YCDI)
- D. Duration:** November 2014
- E. Date of the Training of Trainers (ToT):** 21 November - 23 November 2014

**F. Background of NPA:**

Norwegian People's Aid – Lebanon (NPA) started its work in Lebanon after the Israeli invasion in 1982. NPA was legalized in Lebanon in 1990 as a branch of an international NGO through the presidential decree number 829/1990. The majority of NPA's projects in Lebanon are funded by Norwegian MFA.

NPA – Lebanon works on:

1. Supporting Lebanese and Palestinian actors working on Palestinian rights.
2. Supporting actors working on women's rights.
3. Supporting actors working on democratization in Lebanon and in the Palestinian community.
4. Supporting actors working on emergency preparedness, response and humanitarian aid including health and disability.
5. Supporting actors working on youth empowerment.

**G. Background of the YCDI project:**

The YCDI project has been initiated in Norway by the Norwegian Labor Party after the success of a previous initiative known as Women Can Do It project funded and initiated by the same party. Both projects have had the objective of empowering marginalized groups -youth and women- to become active members of their affiliated political party and society. Norwegian People's Aid has copied these two projects in many underdeveloped countries where they have been working such as in Lebanon.

NPA-Lebanon has started the YCDI project in 2010 with the aim of empowering Palestinian refugees youth to become active member of their society, particularly in the camps where more than 50% of the Palestinian refugees population is still living.<sup>1</sup>

According to UNRWA the registered Palestinian refugees in Lebanon are 447,328<sup>2</sup>, Palestinian youth constitute the majority of them, and like elsewhere in the MENA region, they have been marginalized from the decision-making process. The Arab Spring is the latest demonstration of their marginalization. In Lebanon, Palestinian youth have been extremely marginalized from their community, except in the camps of Beirut<sup>3</sup> where several projects have contributed to increase their skills and to fund their own initiatives. While in other camps youth have been extremely marginalized and therefore their experience, knowledge and level of commitment to the society remains extremely limited, especially on social and political issues.

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<sup>1</sup> "Around 53 per cent of the Palestine refugees in Lebanon live in the 12 recognized Palestine refugee camps, all of which suffer from serious problems, including poverty, overcrowding, unemployment, poor housing conditions and lack of infrastructure.", <http://www.unrwa.org/where-we-work/lebanon>, UNRWA website.

<sup>2</sup> *Ibid.*

<sup>3</sup> Marelías, Shatila and Burj El Barajneh camps.

The YCDI project teaches youth various skills and provides trainings to build their leadership and contribute to the community in the way they can. The YCDI project activities consist of:

- ❖ A series of 6 TOTs during two years which focuses on skills related to the objectives of the project: a. Training Skills, b. Political Intervention, c. Events Management, d. Mobilization of the Mass, e. Communication and Media and f. Sustainability of a Group. During the second phase of the project (2014-2017), “Events Management” is the third TOT that will be taking place, after two TOTs on “Training Skills” and “Youth Political Intervention”. The series of six TOTs will last for 2 years with the same beneficiaries.
- ❖ Peers-to-peers training, where trainees in TOTs become trainers in their own community on the different skills they will learn during the 2-year cycle of TOTs (topics mentioned above, in addition to topics requested by the youth themselves such as project management skills, reporting skills, multimedia training, *etc.*).
- ❖ Local actions and initiatives designed and implemented by youth that serve the objective of the project.
- ❖ Political dialogue on youth participation in several camps.

#### **H. Objective of the TOT:**

Develop and deliver a three-day Training of Trainers to a group of 26 youth trainers - representing either partners’ organizations, youth organizations working in Palestinian camps, youth activists working independently in Palestinian camps and in universities-. The participants will be provided with methods, tools and approaches related to events management.

As a result, ToT will contribute to the empowering of the group of Palestinian youth trainers with knowledge and skills in order to transfer the know how to their peers and organisations.

As a result of the TOT, the trainers:

- Would be acquainted:
  - To identify the event management needs in each of their community;
  - To develop and deliver training workshops on events management adapted to the needs of Palestinian youth in Lebanon;
  - How to use the events management skills in any upcoming events related to youth public and political participation.
- Would be able:
  - To help their peers and organisations to identify strong points, weaknesses, opportunities and obstacles in preparation and implementation of any event.
  - To teach their peers and organisation how to conduct public events.

#### **I. Duties and Responsibilities:**

In order to achieve the aforementioned objectives, the contracted trainer will:

- Develop the concept of the ToT and teaching aids (including agenda, working methods, handout and evaluation forms) which will be discussed with the NPA’s Project Team;
- Advise on background materials to be distributed;
- Draft the final ToT program;
- Develop the list of equipment and materials which is necessary for carrying out training sessions.
- Deliver ToT;
- Elaborate and submit the final report on the ToT within a period not exceeding 10 days

- The trainer should know the context of Palestinian youth situation in Lebanon and have a global overview of events done by the civil society in the MENA region.
- The trainer should empower the political participation in the event management of the targeted group.
- The trainer should facilitate the trainings session in a youth spirit constructive perspective.

**I. Key deliverables:**

No.	Deliverables	Deadline
1.	ToT programme and background materials in service provision developed	November 6 <sup>th</sup> , 2014
2.	ToT successfully delivered	November 21 <sup>st</sup> to November 23 <sup>rd</sup> , 2014
3.	Final report submitted	December 4 <sup>th</sup> , 2014

**J. Final Report:**

The Report shall be sent in English. The Report shall include the followings:

- Brief presentation of the training session content and applied methods, including the most important, attractive ideas of participants on the discussed subjects;
- Conclusions and recommendations based on lessons learned for future interventions;
- The delivered materials.
- Best practices and success stories.
- Other relevant materials.

**K. Methodology:**

- **Participants:** Around 26 participants will join the training representing either partners' organizations, youth organizations working in Palestinian camps, youth activists working independently in Palestinian camps and in universities. Most of the trainees have been selected to attend the series of 6 TOTs during 2 years. Participants aged is between 16 to 31 years old.
- **Logistics and equipment:** NPA Project team will provide all necessary equipment: projector, flipchart, office supplies and other materials at the request of the contract Trainer in order to ensure efficient completion of the training program.
- **Working language:** Working language of the ToT is Arabic. However, we prefer to receive the report in English if possible.
- **Financial arrangements:** Payment will be disbursed in one installment upon submission and approval of deliverables and certification by Program Coordinator, that the services have been satisfactorily performed.

**L. Application procedures:**

Persons interested in applying should send their CVs, a draft program and a cover letter with the amount requested to [hania@npaid.org](mailto:hania@npaid.org); [safiad@npaid.org](mailto:safiad@npaid.org) and [adminl@npaid.org](mailto:adminl@npaid.org) not later than October 17<sup>th</sup>, 2014. Only shortlisted candidates will be contacted.