Terms of Reference (TOR)

I Support my Friend Toolkit ToT Trainer for Medair MHPSS staff

July 2024

1. **Project Summary**

The overall goal of the community-based PSS project implemented by Medair is to improve the mental health and psychosocial wellbeing of refugee adolescents and adults integrating structured non-specialized PSS into existing UNHCR-supported community-based protection activities. This entails empowering communities and community structures with the knowledge, skills, behaviors and tools needed to protect and support themselves and those most at risk. In 2024, this involves several objectives including: Strengthening the capacity of Outreach Volunteers (OVs) and frontline staff to provide quality structured non-specialized psychosocial support to refugees, including older children, adolescents and their caregivers. One of the activities under this objective will include coordination with UNICEF and/or other experts (e.g. Save the Children) as well as hiring a consultant/ trainer (national or international) to train Medair staff in the I Support My Friends curriculum.

1. **Purpose of the consultancy**

Medair is recruiting a service provider/ trainer to build capacity of the Medair MHPSS staff in the ‘’ I support my friend’’ toolkit to in turn be able to roll out the tailored training package on “I Support my Friends” to the OVs and UNHCR and partner staff in Bekaa, BML, North and South.

1. **Scope and deliverable of the consultancy**

Within its purpose set out above, the trainer is expected to provide a ToT to Medair MHPSS staff.

The deliverables expected for this are as follow:

* Develop an agenda, objectives, measurable outcomes, and syllabus of the training
* Prepare the training materials
* Present an interactive and engaging training to the attendees covering all aspects of the toolkit
* Prepare and hand out soft and hard copies of the materials to the attendees
* Prepare pre and post test for the attendees
* Develop and carry out an evaluation of the training
* Prepare and submit a training report including the pre and post-test result to Medair within 10 days after completion of the training.
1. **Timeframe for the training**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Number of days** | **Location** |
| 1. ToT of the I support my friend toolkit
 | 5 days | In person |
| 1. Submission of the pre-post test and training report
 | Within 10 days after the training | Remotely |

Estimated number of participants: 8 to 10

1. **TRAINER RESPONSIBILITIES**

Within the necessary timeframes:

* + Submit proof of previous similar training conducted to Medair *before* the starting date of the contract. Desired: submit post-training results or reports for previously facilitated training.
	+ Fulfil the above-listed outputs within the timeframe stated, and maximum quality.
	+ Acknowledge all data and results produced by the consultancy are Medair’s property and seek approval from Medair for any utilization of the result out of the defined TOR.
	+ Sign and abide by Medair’s data protection policy.
	+ Cover all insurance required.
1. **DOCUMENTS TO SUBMIT:**
* Curriculum vitae indicating relevant experience.
* Expression of interest, including quotation (containing travel and other related costs if needed)
* Proof of similar training conducted
1. **REQUIREMENTS:**

Essential:

* Relevant bachelor’s degree
* Experience in implementation of I support my friend toolkit
* Experience in providing similar training
* Fluency in English, both written and verbal (Arabic speaker will be ideal if available)
* Good report-writing skills
* Logical analysis and clear communication
* Experience within Lebanon
1. **TERMS OF PAYMENT**
	* The consultant is expected to invoice the work before the end of August 2024.
	* The consultancy fee will be paid in full upon successful completion of the consultancy and when the final version of the Consultant’s report, and outputs listed above, have been finalized and approved by Medair.

## PERSONS TO CONTACT

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