**Oxfam** is advertising the below as one of the outputs of Oxfam's Programme funded by Global Affairs Canada (GAC), to develop capacity strengthening plans for partner staff to improve the capacities of local implementing partners and ensure sustainability. NABAD, in coordination with Oxfam, carried out an assessment to identify areas of need and areas requiring additional capacity strengthening and development. The below is one of the fields that came out from the assessment findings that Oxfam has committed to support.

**Terms of Reference**

Consultant – Investigation Trainer

**Expected Start Date**: November 2023

**Duration**: 7 Days in Total (3 Training Days) / (4 Coaching Days)

1. **Introduction:**

The Investigation Trainer’s role is to equip participants with the necessary knowledge, tools, and techniques to conduct thorough and effective investigations into issues related to fraud, corruption, gossiping, abuse, etc… in a fair, impartial, and ethical manner.

2. **Objective:**

The primary objective of the Investigation Trainer is to develop and deliver high-quality training sessions that empower participants with the skills required to conduct professional and unbiased investigations related to non-sensitive issues (fraud, corruption) and to have a clear SOP for investigations. The trainer will focus on reporting knowledge related to investigation methodologies, evidence collection, interviewing techniques, and report writing.

3. **Key Responsibilities:**

Develop a detailed training curriculum that covers all aspects of investigative techniques, procedures, and best practices.

Develop, with Nabad’s focal points, the Investigation Standard Operating Procedure (SOP).

Design engaging and interactive training materials, including presentations, case studies, and practical exercises.

Conduct training sessions for employees at various levels, ensuring that the content is designed to meet the specific needs of different departments including, but not limited to, finance, procurement, logistics, etc...

Deliver workshops on ethical considerations in investigations, emphasizing the importance of maintaining confidentiality, fairness, and objectivity throughout the process.

Train participants on effective evidence collection and preservation methods.

Train participants on different methods of conducting interviews with witnesses, complainants, and participants, emphasizing active listening and communication skills.

Provide guidance on writing clear, concise, and comprehensive investigation reports, including key findings and recommended actions.

Incorporate scenario-based exercises to enable participants to apply their newly acquired skills in realistic situations.

Utilize adult learning principles to engage participants and promote active participation during training sessions.

Ensure that all training materials and content are kept up-to-date and in line with current best practices and industry standards.

4. **Qualifications and Skills:**

* Bachelor's or Master's degree in Law, Criminology, Human Resources, or a related field.
* Proven experience as an Investigation Trainer or in conducting professional investigations.
* Strong knowledge of investigation methodologies, evidence collection, and report writing.
* Excellent communication and presentation skills, with the ability to convey complex information in a clear and understandable manner.
* Effective facilitation skills to engage participants and encourage active learning.
* Understanding of adult learning principles and the ability to create a positive and inclusive training environment.
* Ethical and unbiased approach to investigations, adhering to legal and organizational guidelines.
* Familiarity with relevant laws, regulations, and industry standards related to investigations.
* Excellent spoken and written English and Arabic language skills.

5. **Evaluation and Review:**

The effectiveness of the Investigation Trainer's role and training programs will be evaluated based on participant feedback, improvement in investigation capabilities, and the quality of investigation reports produced after the training. Regular reviews and adjustments will be made to enhance the training content and delivery.

6. **Confidentiality:**

The Investigation Trainer must maintain strict confidentiality regarding any sensitive or confidential information obtained during the training or related to the organization's investigations.

In addition, any intellectual property, data, or information acquired during the training sessions is the exclusive property of the organization, and the trainer is prohibited from using, disclosing, or distributing such information for personal or unauthorized purposes without express written consent from the organization.

## Submission of quotations and Questions

Submission of quotations and any requests for clarification may be submitted by email to [lebanonprocurement@oxfam.org.uk](mailto:lebanonprocurement@oxfam.org.uk)