

Terms of Reference (TOR) - Trainer

Project Duration: August 1 to September 30, 2024

Total # of days: 5

Location: Zahleh

Application Deadline: July 20, 2024

1. Background

Mobadiroon aims to create Youth Teams in Zahleh (20 participants) to engage them in their community development and increase their knowledge about their crucial role in their community and the role of their Municipality and Municipal Councils

Therefore, a trainer is needed to conduct a training over 3 days about: Conflict Resolution, Teambuilding, Leadership Skills, and Project development and writing proposals. This will lead to team structuring collaboratively and setting an action plan.

Then, the trainer will provide Awareness sessions over 2 days for the targeted group of youth about the role of the municipality and Municipal Councils, citizenship and democracy, youth and women engagement.

2. Objective of the Assignment

The primary objective of this assignment is to recruit a highly qualified and experienced trainer to design, develop, and deliver training sessions that meet the specific needs of the participants. The trainer will be responsible for creating an engaging and interactive learning environment, ensuring that participants gain practical skills and knowledge.

The training sessions requested are as follows:

1. Teambuilding, conflict resolution and leadership skills (communications skills should be included in all these trainings)
2. Project development and Action Plan
3. Good governance and democracy principles that could include the role of the municipality, citizenship, democracy, youth and women engagement.

3. Scope of Work

The trainer will be expected to:

1. Conduct a pre/post questionnaire to identify the level of knowledge of the targeted group.
2. Develop a comprehensive training curriculum and materials tailored to the identified needs.
3. Deliver training sessions in a clear, engaging, and effective manner.
4. Provide hands-on exercises and practical examples to reinforce learning.
5. Evaluate participants' progress through assessments and provide feedback.

6. Prepare and submit detailed training reports, including participants' feedback and recommendations for future training programs.

4. Deliverables

1. Pre/Post Questionnaires
2. Detailed training curriculum and materials.
3. Training sessions delivery (3 days)
4. Awareness Sessions (2 days)
5. Final training report including pre/post questionnaires results, evaluation reports and participant feedback and recommendations.

5. Qualifications and Experience

The ideal candidate should possess the following qualifications and experience:

1. Master's degree in social sciences or Bachelor degree with a minimum of 5 years of experience in working in a relevant field.
2. Expertise in the mentioned training topics above
3. Proven track record of developing and delivering successful training programs.
4. Strong communication and interpersonal skills.
5. Ability to engage and motivate participants.
6. Language fluency (Arabic or English)
7. MEL experience
8. Gender sensitivity background

6. Duration of Assignment

The assignment is expected to start on August 1 and be completed by 30 September 2024. The trainer will be required to deliver 5 days training sessions over this period.

7. Reporting and Supervision

The trainer will report to Project Manager and will work closely with the project team to ensure the successful implementation of the training program.

8. Application Process

Interested candidates are invited to submit the following documents:

1. A motivation letter outlining their relevant experience and qualifications.
2. A detailed CV.
3. A narrative and financial proposal for the training program, including methodology and approach.
4. Contact details of at least two references.

Applications should be submitted to ngomoubadiroon@hotmail.com by July 30th, 2024]. Please include "Application for Trainer Position" in the subject line.

9. Evaluation Criteria

Applications will be evaluated based on the following criteria:

1. Education
2. Relevant experience and qualifications.
3. Quality and feasibility of the proposed training program.
4. Communication and presentation skills.
5. References and past performance.

Note: Only shortlisted candidates will be contacted.