



Terms of Reference

Role: Consultancy for conducting training on facilitation and presentation skills

Supervisor: Chief of Party

Timeframe of the assignment: 2 weeks

Location: Beirut – Lebanon

Date of ToR: 8 January 2025

Background

SCI is looking for a consultant to conduct a training on facilitation and presentation skills in Beirut for SCI staff and partners (Fair Trade Lebanon, Akkarouna and Arc en Ciel).

Scope of the consultancy

The consultant who is a national expert will prepare and deliver trainings on training facilitation and presentation skills. The 2 days training will be provided for 2 groups. Each group will receive the training package with basic and advanced skills allowing participants to use those skills for training dissemination with staff and participants and to monitor trainings provided by another party. Theoretical and practical aspects should be covered during the training.

The objective is to provide skills for participants on:

- Designing and developing trainings
- Delivering the training to audience
- Monitoring trainings delivery

The training should cover the following topic:

- Main phases of training process and essentials about training and facilitation
- Training design and preparation
 - o Training needs analysis
 - o Skills of a good facilitator
 - o Developing Learning Objectives and writing a session plan
 - o Overview of Adult learning theories

- Understand your audience: The different learning style; focus on the common type of audience and how to handle for the basic training
- Training Methods and facilitation techniques
- Implementation of training
 - Develop and implement the training (Receiving participants, when to start, ways to open, mapping audience, aligning objectives, Setting the climate – Icebreakers, common type of audiences, handling different type of audiences)
 - Using non-verbal communication and effective body language
 - How to succeed a Presentation: composing a presentation, capturing audience attention, template, animation etc.
 - The Art of Public Speaking
- Training evaluation: rationale, types of data and analysis, training report
- Monitoring a training

Objectives

The overall objective is to support staff to further develop and improve their facilitation and presentation skills.

Training objectives will focus on participants to:

- Acquire basic and advanced skills in designing and developing a training
- Learn how to set learning objectives
- Recognize the different learning styles and how to handle different type of audience
- Learn how to use advanced training aids and tools
- Learn essential presentation techniques and public speaking skills
- Identify essential training monitoring areas

Responsibilities

Task 1: Develop training materials

The training materials will be discussed with SCI to agree on the methodology and approach, schedule, topics to be taught, and teaching instruments, etc. The consultant will be responsible of developing training materials including presentation, handouts, pre-post tests.

Task 2: Develop a timetable for the consultancy

A timetable for all deliverables and other key milestones of the consultancy will be agreed with SCI. This will include the training schedule.

Task 3: Deliver trainings

2 trainings will be delivered with 2 days training for each. Mapping audience skills and level will be the responsibility of the consultant.

Task 4: Provide required reports

Once the training is carried out, the consultant will provide one report including analysis, observations and key highlights.

Deliverables

- Design the training materials including presentation
- Deliver training to 2 groups of participants; training should be for 2 days for each group; Timeline within last week of January, first week of February
- Provide one report for each training conducted including the content of the session and participant list, all topics covered, challenges, recommendations etc.
- Provide a participants list for each training day
- Ensure pre-posttest to monitor participant's skills and knowledge improvement

Language and methodology

Training materials will be provided in English but training delivery might include Arabic depends on participants preference. The training is expected to include practical activities and exercises.

Required competencies

The successful candidate will have the following required qualifications:

- Minimum of 5 years of professional experience providing training on facilitation and presentation skills
- Demonstrable experience in designing and implementing face to face trainings
- Strong experience in delivering trainings to multicultural attendees
- Fluency in English and Arabic
- Strong written and oral communication skills, demonstrated ability of making effective presentations to diverse attendees.
- Knowledge of humanitarian emergency operations and experience in working with NGOs

Proposals must include the following

- Outline of training plan including topics to be covered and main key points under each topic
- Proposed budget and payments schedule aligned with deliverables schedule
- CVs of the trainers and proof of similar experience
- Example of previously conducted trainings and proof of similar assignment

Application process and requirements:

Interested consultants or consultancy firms are required to send their proposals to the following email address: elma.salem@savethechildren.org using the following subject line "PR568067 - External Consultant for Facilitation and Presentation Skills Trainer" by January 17th, 2025 at the latest.