ANNEX A

TERMS OF REFERENCE

**Note:** Fill out this TOR as completely as possible before sending it to Consultants to collect their quotations. The Consultant’s fee can only be filled out after a Consultant is selected, but a per diem, for example, can be filled out up front. The clearer it is, the less time is spent by Medair on the procurement process (answering questions where the TOR was unclear, trying to compare quotes where one quote did include per diem and another did not, etc.).

|  |  |
| --- | --- |
| **Consultant name** |  |
| **Country programme** |  |
| **Medair staff ‘contractor’** |  |
| **Total time frame** |  |
| **Travel dates** |  |
| **Reports in the field to:** |  |
| **Reports at HQ to:** |  |
| **Final report deadline** |  |

# TITLE: **Global ITS – Digital Transformation Workshop - Team building**

# BACKGROUND: **Capacity Building**

# PURPOSE: **Manage stress and learn about each other’s strengths.**

# OBJECTIVES: **Stress to Strengths training for conflict resolutions.**

# OUTPUTS: **Clifton Strengths 34**

# ACTIVITIES: **Identify each of the 12 participant strengths, hold pre-online 121 sessions, and a workshop day on 25th or 26th June.**

# SCOPE: **Team building**

# METHODOLOGIES & TOOLS: **Clifton Strengths 34**

# TIMEFRAME / SCHEDULE:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Number of days** | **Location** |
| STRESS TO STRENGTHS: CONFLICT RESOLUTION - WORKSHOP | 1 day | Beirut, Padova hotel |
| 12 hours for online 121 sessions with the team members | **12 hours** | Online |

# SECURITY

All reasonable steps will be taken to provide safety and security for the Consultant; however, both Medair and Consultant are aware of and accept the inherent risks associated with work in humanitarian contexts. While Medair will strive to provide a safe and appropriate work environment, Medair will not be required to do more than what is reasonable and possible under the circumstances.

Specifics on when and how the Consultant will be briefed.

The consultant will be based in Lebanon, and if the security brief is required, we can schedule an online session.

# CONSULTANCY FEES AND TERMS OF PAYMENT

* Medair will pay for the transportation which is included in the value of the invoice.
* The consultancy fees payable to the Consultant will be under 1700 USD.
* The consultancy fees are calculated on one day training and coaching (121s).
* Half of the consultancy fee to be paid before the workshop, through a bank transfer.
* The other half same day of the workshop, through a bank transfer.

# CONSULTANT RESPONSIBILITIES

Within the necessary timeframes:

* The consultant should be in Lebanon and in person.
* They need to cover the transportation costs themselves, which should be included in the invoice.

# MEDAIR RESPONSIBILITIES

* Provide food in Lebanon, at Padova hotel.
* Provide working facilities which are as secure as is practical under the circumstances.

# DEBRIEFING

Medair contracts for the provision of debriefing after any critical incident or assignment as needed.

Add if debriefing is required