

TERMS OF REFERENCE

2-DAY CHANGE MANAGEMENT - OCTOBER

Purpose

The purpose of this consultancy is to facilitate a Change Management course for RedR UK in London, UK. This consultancy is part of RedR's Open Programme.

Duration of consultancy

The work detailed in the terms of reference is to be completed in its entirety between 16 October 2019 and 14 November 2019, inclusive of all preparation, travel, reporting, etc. The course delivery will take place from 30 October 2019 to 31 October 2019. See detailed timeframe at the end of this ToR for more details.

Preparation days: 1 day max. - may be lower dependent on previous experience of delivering the course

Delivery days: 2 days

Travel days: TBC

Participant Course Objectives

By the end of the course, participants will be able to:

- Explain how change tools and models can be used to create a change programme
- Demonstrate methods of capturing self-awareness and reflection
- Select and test a strategy to promote the minimum standards of inclusion
- Adapt communication skills for advocacy and influence

Activities

Stage 1 – agreement of the work

- Agree terms of reference
- Return signed contract

Stage 2 – travel requirements

- Discuss necessary travel requirements and submit relevant visa documents and passport to Diversity Travel, if required

Stage 3 – preparation for delivery

- Agree course programmes with RedR
- Ensure familiarisation with materials for training sessions that you will be delivering and seek clarification on any queries in advance of the training,
- Review and prepare the content for sessions which you will deliver, including:
 - Correcting factual errors such as statistics or references now out of date
 - Correcting mistakes such as typos, duplications or mismatched timings
 - Adjusting formatting of PowerPoint slides
 - Noting all changes made to materials on the tracker provided
- Ensure training materials for sessions that you are responsible for are finalised and sent to RedR 5 days before the event

Stage 4 - delivery

- Facilitate the training and deliver specific sessions as agreed
- Complete the in-course assessment forms for all course participants and share this feedback with participants through the L&D Programme Coordinator within one week of the end of the course

Stage 5 – reporting and contract closure

- Contribute to the course report, to be submitted to RedR within 2 weeks of the end of the course
- Submit the invoice, expense form and itemised receipts within 2 weeks of the end of the course.

Outputs

The output will principally be in the form of the delivery of the course.

What RedR will be responsible for

RedR will be responsible for venue arrangements prior to the course, organising trainers and training equipment, producing course materials (including workbooks and handouts), and managing the booking and registration of participants.

Reporting and liaison

The Trainer shall report to the Enterprise Programme Coordinator.

Training ethos

It is expected that training sessions will reflect RedR UK's training ethos such that sessions will be participatory and suitable for a varied group of adult learners. As such, it is expected that facilitators will:

- Be well prepared
- Create an inclusive and supportive training environment by respecting individuals' beliefs and culture
- Engage with participants and encourage all to participate in discussions and activities

RedR Budget Code Reference

5110 / Enterprise / Open / Change Management October 2019

DETAILED TIMEFRAME

Activity	Agreed Deadline
Stage 1 – Contracting	By 29/03/2019
Stage 2 – Travel requirements	By 16/10/2019
Stage 3 – Preparation	Between 16/10/2019 and 29/10/2019
Stage 4 – Delivery	From 30/10/2019 to 31/10/2019
Stage 5 – Reporting and contract closure	By 14/11/2019