

# TERMS OF REFERENCE

## 5-DAY WASH IN EMERGENCIES - SEPTEMBER

### Purpose

The purpose of this consultancy is to facilitate a 5-day WASH in Emergencies course for RedR UK in Brussels, Belgium. 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 09 September 2019 and 11 October 2019, inclusive of all preparation, travel, reporting, etc. The course delivery will take place from 23 September 2019 to 27 September 2019. See detailed timeframe at the end of this ToR for more details.

**Preparation days:** 2.5 days max. - may be lower dependent on previous experience of delivering this course

**Delivery days:** 5 days

**Travel days:** TBC

### Participant Course Objectives

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

- Describe the role of WASH within the wider emergency response context
- List the minimum global and institutional standards for WASH
- Identify and evaluate potential emergency water supply sources
- Conduct tests to determine the quality of water and be able to describe or demonstrate both bulk and household level water treatment techniques
- Identify appropriate short- and medium-term options for sanitation and excreta disposal in a range of environments, including those with high water tables, or flooded areas
- Explain the key considerations to be taken when designing a cholera outbreak response and the principles of disease surveillance and prevention
- Explain the importance of hygiene promotion to WASH programming and demonstrate community engagement techniques

## 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  - Correcting factual errors such as statistics or references now out of date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 alongside another co-trainer.

<b>What RedR will be responsible for</b>
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.
<b>Reporting and liaison</b>
The Associate Trainer/Trainer shall report to the Enterprise Programme Coordinator.
<b>Training ethos</b>
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: <ul style="list-style-type: none"> <li>• Be well prepared</li> <li>• Create an inclusive and supportive training environment by respecting individuals' beliefs and culture</li> <li>• Engage with participants and encourage all to participate in discussions and activities</li> </ul>
<b>RedR Budget Code Reference</b>
5110 / Enterprise / Open / WASH in Emergencies September 2019

#### DETAILED TIMEFRAME

<b>Activity</b>	<b>Agreed Deadline</b>
Stage 1 – Contracting	By 29/03/2019
Stage 2 – Travel requirements	By 09/09/2019
Stage 3 – Preparation	Between 09/09/2019 and 20/09/2019
Stage 4 – Delivery	From 23/09/2019 to 27/09/2019
Stage 5 – Reporting and contract closure	By 11/10/2019