

TERMS OF REFERENCE

HALF-DAY - INTRODUCTION TO SAFEGUARDING COURSE - OCTOBER

Purpose

The purpose of this consultancy is to facilitate a Half-Day Safeguarding 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 14 October 2019 and 11 November 2019, inclusive of all preparation, travel, reporting, etc. The course delivery will take place on 28 October 2019. See detailed timeframe at the end of this ToR for more details.

Preparation days: 0.5 days max. - may be lower dependent on previous experience of delivering this course

Delivery days: 0.5 days

Travel days: TBC

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 - Correcting factual errors such as statistics or references now out of date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 Associate Trainer/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 / Safeguarding October 2019

DETAILED TIMEFRAME

Activity	Agreed Deadline
Stage 1 - Contracting	By 29/03/2019
Stage 2 – Travel requirements	By 14/10/2019
Stage 3 - Preparation	Between 14/10/2019 and 25/10/2019
Stage 4 - Delivery	On 28/10/2019
Stage 5 – Reporting and contract closure	By 11/11/2019