TERMS OF REFERENCE

3-DAY SAFEGUARDING ESSENTIALS COURSE - JUNE

Purpose
The purpose of this consultancy is to facilitate both the (1) **development**, and (2) **delivery** of a 3-day Safeguarding course for RedR UK in London, UK. This consultancy is part of RedR's Open Programme. The course development will draw upon some existing materials that RedR has in its training materials library.

Duration of consultancy
The work detailed in the terms of reference as **development** is to be completed by 30 April 2019.

The work detailed in the terms of reference as **delivery** is to be completed in its entirety between 05 June 2019 and 05 July 2019, inclusive of all preparation, travel, reporting, etc. The course delivery will take place from 19 June 2019 to 21 June 2019. See detailed timeframe at the end of this ToR for more details.

Development days: 2 days

Preparation days: 1.5 days max. - may be lower dependent on previous experience of delivering the course

Delivery days: 3 days

Travel days: TBC

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

- Explain the concept of safeguarding and how it applies to their organisation
- Revise and implement their organisational safeguarding policy or establish a review schedule
- Evaluate the risks and barriers that their organisation faces in implementing this policy
- Identify their responsibilities as safeguarding focal points

- Develop an action plan for creating and maintaining a safeguarding culture within their agencies

Course Development Details

The objective of the development consultancy is to create a course focused on safeguarding essentials working from pre-existing RedR safeguarding course material and templates. The course needs to be the equivalent of a 3-day face-to-face course, but we are open to alternative suggestions on course delivery and modality. The materials are expected to comply with RedR UK's course development standards which are described in the annex below.

Deliverables are to include:
- Course overview for review by RedR with clear aims, objectives and key learning points for each session
  - List key reference documents or sources relating to each session
  - List key activities expected in each session
- Develop draft materials for review by RedR including:
  - Session briefs
  - Drafts of PowerPoints, workbook content, handouts, resource materials
  - Amended course overview
  - Course timetable
  - Final drafts of all materials listed above, using the standard RedR UK format.

Person Specification

Since Associate Trainers go through a thorough assessment process, all ATs are expected to be competent in training delivery and core humanitarian competencies. In addition, for this assignment the Consultant is expected to have:

- Extensive experience in safeguarding
- Understanding of strategy development, mission implementation and compliance practices
- Strong report writing skills
- Strong proficiency in English

Activities

Stage 1 – agreement of the work

- Agree terms of reference
- Return signed contract

Stage 2 – course **development**

- Agree course development programmes with RedR
- Using the material RedR provides, develop new 3-day 'Safeguarding Essentials' course in line with RedR standards and templates.
    - Submission of draft course overview to be quality assured by RedR UK
    - Submission of draft materials to be quality assured by RedR UK
    - Revision of materials based on feedback from RedR
    - Submission of final draft of materials – deadline 30 April 2019

Stage 3 – travel requirements for **delivery**

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

Stage 4 – 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 five days before the event

Stage 5 - 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 6 – 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 (1) development, and (2) delivery of the course alongside another co-trainer.

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 / 3-day Safeguarding June 2019

DETAILED TIMEFRAME

Activity	Agreed Deadline
Stage 1 - Contracting	By 29/03/2019
Stage 2 – course development	By 30/04/2019
Stage 3 - Travel Arrangements if applicable	TBC
Stage 4 - Preparation	Between 05/06/2019 and 18/06/2019
Stage 5 - Delivery	From 19/06/2019 to 21/06/2019.
Stage 6 – Reporting and contract closure	By 05/07/2019

	Definition	Notes
Course description	A description of the title, target audience, duration and course aim and objectives. Depending on course, it may also include competencies, the assessment process (for credit-rated courses) and prerequisites (if any).	This is included in the Course Overview Tool and then incorporated in other materials like the Workbook and external communications.
Session Brief	Detailed notes for use by any trainer that provide a detailed explanation of the methodology for the session. These includes session objectives, key messages/learning points, session plans, methods/exercises & timings, answers to exercises and points to draw out and additional resources/reference materials for the trainer.	To be written so that any trainer can use the brief.
Power point	Presentation of any key information required in the session. Includes at least a title slide and session objectives.	Print outs and electronic copies of power points are not normally shared with participants since the content is covered in the workbook, and to secure intellectual property of the materials. It can be shared on an exceptional basis (e.g. visual impairment of a participant) at the discretion of the manager.
Workbook	A document provided to all participants which covers a description of the course, a learning log, information related to the session content and suggestions for additional reading materials and resources.	The workbook should present information in the sequence discussed in the training.
Workbook sheets	Information to be given to participants which will be combined into a workbook.	The information should reflect the session and contain key information from the powerpoint as well as any additional required information.
Handouts	Sheets that are to be photocopied to give to participants	The number of handouts should be minimised.
Resource materials	Any resource that participants will use during a session but will not need to keep following the course	It is expected that these resources will be reusable on subsequent courses.
Bibliography	List of suggested reading for participants with any essential pre-course reading identified.	To be included in the Workbook
Additional resource materials	Soft copies of any materials that are freely available which can be given to participants on a USB that will further their understanding of the topic.	
Timetable	Order of session titles with timings indicated	To be included in the Workbook