

# TERMS OF REFERENCE

## PERSONAL SECURITY FOR HUMANITARIANS (HEAT) SIMULATION DIRECTOR - JUNE

### Purpose

The purpose of this consultancy is to facilitate the safe running of all simulation activities as part of the Personal Security for Humanitarians (HEAT) course for RedR UK in Moreton-in-Marsh, Gloucestershire, 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 21 May 2019 and 19 June 2019, inclusive of all preparation, travel, reporting, etc. The course delivery will take place from 04 June 2019 to 05 June 2019. See detailed timeframe at the end of this ToR for more details.

**Preparation days:** 1 day (to be used at the Fire Service College on the 03 June 2019)

**Delivery days:** 2 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  - Correcting factual errors such as statistics or references now out of date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 simulation elements of the course alongside the co-trainer.

The simulation director will also be required to drive a vehicle for the duration of the simulation activities.

#### **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. In addition, RedR will be responsible for organising vehicle hire if the Simulation Director does not have one to drive.

#### **Reporting and liaison**

The Associate Trainer/Trainer shall report to the Enterprise Programme Coordinator.

<b>Training ethos</b>
<p>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:</p> <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 / Personal Security for Humanitarians June 2019

#### DETAILED TIMEFRAME

<b>Activity</b>	<b>Agreed Deadline</b>
Stage 1 - Contracting	By 29/03/2019
Stage 2 – Travel requirements	By 21/05/2019
Stage 3 - Preparation	On 03/06/2019
Stage 4 - Delivery	From 04/06/2019 to 05/06/2019.
Stage 5 – Reporting and contract closure	By 19/06/2019