

# TERMS OF REFERENCE – TRAINING OF TRAINERS

## - IFRC

### **Purpose**

The purpose of this consultancy is to develop and deliver a Training of Trainers course for RedR UK in Budapest, Hungary. This consultancy is part of RedR's tailormade programmes and is being delivered for IFRC.

### **Description**

The aim of this consultancy is to adapt and deliver a three-day Training of Trainers course for IFRC facilitators. The course needs to be adapted to incorporate sessions related to the IFRC facilitation competency framework and some other pre-developed sessions by IFRC. The total development time will not exceed 1.5 days.

### **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 expertise in adult learning methodologies, facilitation skills and other necessary topics for Training of Trainers courses
- Strong skills in development of course materials
- Experience of working with IFRC

### **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 with necessary adaptations

- Review the composition of the participant group and the expectations and learning objectives of the participants.
- Update session agenda in line with IFRC needs
- Develop draft course materials
- 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  - Correcting factual errors such as statistics or references now out of date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
- Ensure training materials for sessions that you are responsible for are finalised and sent to RedR 5 days before the event

#### Stage 4 - delivery

- If the training is off-site, upon arrival organise the training room in appropriate configuration and ensure facilitation materials are in place and working (Projector, flipcharts, markers etc) and ensure that all materials for participants are in place.
- Facilitate the training and deliver specific sessions as agreed, and ensure that RedR as an organisation is introduced to the group.
- Liaise with RedR staff or client organisation staff onsite, including in the event that changes to the timetable are necessary to ensure timekeeping, share changes with all involved and keep a record of these changes in the trainer report.
- Collect participant feedback at the end of each training day during the course. Work with the delivery team, client and/or any onsite RedR staff as appropriate, to identify improvements to be made and ensure these are communicated to participants.
- Collect participant feedback at the end of the course (written end of course evaluation forms).
- If applicable,
  - Brief visiting resource people or guest speakers on the group dynamic and any other useful information prior to their sessions.
  - Provide feedback to RedR regarding co-trainers (new ATs on probation) or any resource people who are not ATs.

#### 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 adaptation and delivery of the course.

<b>Fee</b>
The standard rates of RedR UK for UK, Europe and Global Initiatives Department will apply.
<b>What RedR will be responsible for</b>
RedR will be responsible for venue arrangements prior to the course, organising trainers, providing course materials and templated (including workbooks and handouts).
<b>Reporting and liaison</b>
The Associate Trainer shall report to Tove Eriksson, Training Coordinator.
<b>Conduct and Quality</b>
<p>It is expected that throughout all phases of the assignment, the AT will adhere to the RedR UK <b>Code of Conduct</b> and display professional behaviour towards the client, participants and RedR staff.</p> <p>In addition, it is expected that the AT will demonstrate the <b>competencies</b> outlined in the RedR Trainer Competency Framework (available upon request) during training delivery.</p> <p>It is expected that training sessions will reflect RedR UK's <b>training ethos</b> such that sessions will be participatory and suitable for a varied group of adult learners. It is expected that facilitators will include sufficient opportunities for participants to engage with the materials and concepts being presented such that all sessions will involve a significant proportion of the time with participants engaged in activity. The training may contain power point presentations if necessary but these should be limited in time and length so that the balance of a session is more in favour of activity rather than presentation.</p> <p><b>In case of concerns</b> regarding quality and or conduct while undertaking an assignment, RedR will undertake the steps outlined in the Consultant Handbook. Similarly, if the Consultant has complaints about the conduct of RedR staff, he/she can raise this using the complaints procedure outlined in the Consultant Handbook.</p>
<b>RedR Budget Code Reference</b>
5110 / 180809

## DETAILED TIMEFRAME

<b>Activity</b>	<b>Agreed Deadline</b>
Stage 1 - Contracting	
Stage 2 – Travel requirements	By 25/03/2019
Stage 3 - Preparation	Between 25/03/2019 and 08/04/2019
Stage 4 - Delivery	From 15/04/2019 to 17/04/2019
Stage 5 – Reporting and contract closure	By 01/05/2019