

Remote MARKit Training of Trainers

Oct 26 - Nov 20, 2020

Terms of Reference

1. Introduction

CRS is organizing a remote training of trainers (TOT) on the recently published 2nd Edition of MARKit. This TOT will be conducted from October 26 through November 20, 2020 and will be facilitated by Key Aid Consulting, a well-known private firm that specializes in strengthening humanitarian organizations' capacities in cash and markets-based programming. The MARKit TOT program is sponsored by USAID IDEAL¹ through its 2019 Micro Grants program. This TOR presents the background of MARKit, the training objectives, the profile of participants, the participants' selection process, and the minimum requirements for participating in the training. The TOR also includes an overview of the training agenda.

2. Background

In August 2019, CRS applied for IDEAL micro grants to develop TOT materials, conduct two TOT trainings in English and French, and organize a webinar on the revised MARKit toolkit. A Steering Committee composed of representatives from FEWS Net, IRC, University of Texas and USAID BHA has been formed to oversee the selection of participants in the TOT trainings and help promote and launch the 2nd edition of MARKit. The goal of the TOT program is to increase the effectiveness of food assistance programs by training a cadre of technical professionals who can train and support others in MARKit. CRS hopes that the TOT process will promote adaptive programming more widely, as it will promote learning through program implementation, leading to eventual adjustment to program strategy when necessary.

3. Training objectives

The primary objective of the MARKit TOT is to disseminate the revised MARKit tool and increase ownership and use by the entire humanitarian community. Specific training objectives include the following:

- Participants have a deep understanding of the MARKit methodology
- Participants can successfully deliver the MARKit training
- Participants are familiar with the trainer role and facilitation methods
- Following completion of the TOT, participants go on to deliver subsequent MARKit trainings and technical support within their agencies or to multi-agency audiences.

¹ Implementer-Led Design, Evidence, Analysis and Learning

4. Training methodology

This is a remote training of trainers designed to take place over four weeks. The training consists of three types of sessions:

- Sessions on adult learning led by the ToT trainers. The adult learning sessions are designed to address specific skills and issues relevant to the MARKit training, rather than generic training and facilitation skills.
- Sessions taken from the MARKit training materials and delivered by the ToT trainers. The intention of these sessions is to ensure that all ToT participants are familiar with MARKit essential concepts, MARKit manual and training materials, and are using the same language to describe these concepts.
- Participant-led practice sessions.. During these sessions, participants prepare, adapt and deliver a 90-minute session pulled from the MARKit training materials, followed by feedbacks and suggestions for improvement from the trainer(s) and their peers.

In addition, sessions will be delivered in two formats: live and a-synchronous.

- Synchronous sessions are live webinars, delivered at a scheduled time.
- A-synchronous sessions are pre-recorded webinars that participants watch on their own, within a defined period (usually on a specific day).

This training will be delivered using the following platforms:

- Slack where all ToT resources, webinar links and important communications will be posted.
- Zoom for live and pre-recorded webinars.
- Google Forms for e-surveys, quizzes and questionnaires.
- Kahoot for interactive games and quizzes during live webinars.

These platforms require strong internet connection.

For more details, please see the sections “Modular Approach” and “Training platforms” in the “Overview Facilitator Guide for remote MARKit TOT” attached to this TOR.

5. Profile of participants

This MARKit TOT is a high-level training tailored to strengthen the capacity of aid professionals (UN, INGOs, local NGOs, donors) and individuals from consultancy firms and the private sector interested in humanitarian business.

Participants from humanitarian organizations can be Cash & Markets Technical Advisors, Cash & Markets Program Managers, MEAL Managers, Head of Programs, Supply Chain Managers, staff dedicated to capacity building, etc.

Participants from the private sector can be Programs Managers, Capacity Building staff, Cash & Markets Focal Points.

Participants in the MARKit TOT will be selected based on the following criteria:

- Experience in market-based programming in humanitarian or development settings: program design, implementation, and/or evaluation
- Experience conducting market monitoring
- Experience delivering CVA and/or markets trainings
- Experience in adult training
- Previous experience in TOT is a plus
- Previous exposure to the MARKit Manual is desired (not required)
- Commitment to lead subsequent MARKit trainings and/or workshops in the near term (within 12 months of participating in the TOT).

6. Participants selection process

As mentioned in the background section, a Steering Committee has been formed to oversee the selection of participants.

A Call for Applications to participate in the MARKit TOT will be published through important humanitarian platforms such as CaLP, the Cash & Markets Working Group of the Global Food Security Cluster (gFSC), Markets in Crisis (MIC) and SEEP Network.

The Steering Committee members will also be encouraged to share the “Call for Applications” within their organizations and through their networks.

Depending of the number of applicants, the CRS MARKit core team may do a first screening of participants and then propose the list to the Steering Committee for review and validation.

Selected participants will be notified two weeks before the training start date, e.g. by October 12, 2020.

7. Training dates and time efforts

This is a one-month/four-week training.

Time commitment: approx. 2 hours per day; 3-5 days per week; over 4 consecutive weeks

Start date: Monday, October 26, 2020

End date: Friday, November 20, 2020.

Session times will be finalized later, based on time zones of participants.

8. Overview of the training agenda

Please note different colors in the agenda:

- Yellow color represents sessions on adult learning led by the ToT trainers.
- Green color represents sessions specific to the MARKit manual content and delivered by the ToT trainers.
- Blue color represents practice delivery sessions led by participants.

Day	Week 1	Week 2	Week 3	Week 4
M	Session 1 – Live Welcome & introductions	Session 6 – A-synchronous Preparing to train	Session 10 – Live Phase A: Prepare (Step 2: Set the scope)	Session 13 – Live Phase C: Analyze (Step 7: Investigate the causes)
Tu	Session 2 – A-synchronous Pre-MARKit Phase	Session 7 – A-synchronous Facilitation methods		
W	Session 3 – A-synchronous Phase A: Prepare (Step 2: Set the scope)	Session 8 – Live Practical tips on facilitation & providing feedback	Session 11 – Live Phase A: Prepare (Step 3: Create your tools)	Session 14 – Live Phase D: Report & Adapt
Th	Session 4 – A-synchronous The principles of adult learning; The role of trainers			Session 15 – Live Closing
F	Session 5 – A-synchronous Phase C: Analyze (Step 6: Calculate price changes)	Session 9 – Live Phase A: Prepare (Step 1: Lay the groundwork)	Session 12 – Live Phase A: Prepare (Step 4: Visit the Marketplace)	