Terms of Reference
CaLP-certified Trainers

Background

CaLP is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CaLP members deliver the vast majority of humanitarian CVA worldwide.

What makes CaLP unique is its diversity. CaLP members currently include local and international non-governmental organisations, United Nations agencies, the Red Cross/Crescent Movement, donors, specialist social innovation, technology and financial services companies, researchers and academics, and individual practitioners.

Together we seek to better meet the needs and improve the outcomes for people affected by crisis. To do this we ensure that CVA is a central, scalable component of quality, timely and appropriate humanitarian assistance, and that the need to sustain positive outcomes for people over the longer term is considered.

We envision a future where people are enabled to overcome crises with dignity, by exercising choice and their right to self-determination. This helps to sustain their well-being over time.

To do this we catalyse the power, knowledge and capacities of our diverse global network, alongside other local, national, regional and global actors, all of whom are seeking to secure better outcomes for people living in crisis contexts. Our role as a collective is to generate alignment in the approaches and actions of those within and across our network, in order to help optimise the quality and scale of humanitarian CVA.

CaLP, in the capacity building outcome of its 2015-2020 Strategy, has set out to be the content hub and quality assurance organization within the cash movement. In a bid to achieve this vision, in 2016 CaLP embarked on collating, updating and developing training materials. Further, CaLP has established and will maintain a list of trainers who have participated in Training of Trainer courses, to ensure that CaLP trainings are delivered by qualified and approved consultants.

Objective

CaLP envisions convening a cohort of CaLP-certified trainers to support the delivery of CaLP courses globally. This group will consist of skilled and experienced course leaders and workshop facilitators that have demonstrated a commitment to humanitarian values, effective humanitarian response and supporting individuals and organizations to build capacity to improve actions. CaLP aims to ensure that this group offers a range of experience and familiarity with countries and regions around the world, and is able to deliver training in various languages. Specifically, we seek to ensure that CaLP-certified trainers:

--combine knowledge and experience in both cash and voucher assistance and training delivery;
--appreciate and apply concepts and strategies to promote adult learning;
--use a facilitation style marked by promotion of participation, valuing of diversity, searching of a range of experiences, and establishment of a dynamic setting;

--endeavour at all times to support participants to achieve course learning outcomes;

--seek to improve their own training delivery, workshop management and facilitation skills (via self-assessment, evaluation and peer support);

--offer a range of experience in and familiarity with countries and regions around the world;

--establish a vibrant and conducive learning environment, both by use of visual materials and by creating a collegial atmosphere.

For each course delivered by a CaLP-certified trainer, the trainer will work to contextualize the materials, deliver the training, analyse the training evaluation and submit a report.

Minimum experience/qualifications and demonstrated skills

Experience/Qualification	Demonstrable Knowledge and Skill(s)
Experience in training delivery and adult learning techniques, CVA preferred	Responsive to participants' learning needs, willingness and ability to adjust sessions and workshops appropriately while retaining aim, objectives and learning outcomes
Experience in some or all of the technical areas outlined below preferred	Offers knowledge and experience relevant to course topics, and is able to effectively complement content with practical examples
Substantial experience working in the humanitarian or development sector	Shows understanding of key humanitarian standards and experience in humanitarian response in particular countries and regions
Excellent facilitation and presentation skills	Creates a dynamic and engaging learning environment
Experience with workshop administration and management	Able to manage participant selection and registration processes, including via an online system
Ability to contextualise materials within agreed parameters and learn new subject matter	Delivers content that resonates with the culture and context of participants
Cash and voucher assistance experience will be an advantage	Is knowledgeable about current trends in CVA (and strives to stay up to date)
Strong communication, facilitation, and problem-solving skills	Demonstrates skills in workshop planning and delivery
Strong report writing skills	Provides comprehensive course report

Requirements for specific courses

- **Core CVA Skills for Programme Staff**: Trainers should, in addition to the minimum qualifications, have solid experience with the humanitarian project cycle and management (including assessment, analysis, design and monitoring), technical/programmatic aspects of CVA, and experience with design and implementation of CVA. They should have work experience as programme managers/senior officers, sectoral technical specialists, or MEAL specialists.

- **Core CVA Skills for Supply Chain, Finance and ICT Staff:** Trainers who wish to become CaLP-certified should, in addition to the minimum qualifications, have solid experience of supply chain, finance and ICT functions within humanitarian response, an understanding of project design and implementation,

and, preferably, experience supporting the operations and implementation of CVA. They will ideally have work experience as manager or officer level staff within supply chain, finance or ICT teams.

As CaLP continues to rollout additional courses, requirements for those courses will also be added and publicised.

Fluency in one or more of these languages necessary
- English
- French
- Spanish
- Arabic

Process of selection and support

To become a CaLP-certified trainer, individuals will go through the following process:

1. *Application*—Interested trainers, whether they are independent consultants, individuals linked to one or more of CaLP's Training Partner Organisations, or staff of a humanitarian organisation, will need to submit an application of experience for a planned Training of Trainers. Upon review of applications, CaLP will invite those who meet the requirements.

2. *Participation in TOT*—Training of Trainers workshops will prepare trainers to deliver CaLP courses, and foster a collaborative atmosphere among participants. TOTs may include opportunities for CaLP to observe and provide feedback to trainers, as part of the review and selection process. Note that participation in the TOT will be at the individual's expense.

3. *Selection and co-facilitation*—Trainers who have successfully completed a TOT will then be expected to co-facilitate the CaLP course, where they can be observed and offered feedback. Demonstrated skills in practice will lead to selection as a CaLP-certified trainer.

4. *Support and assessment*—CaLP will offer support to certified trainers, and conduct periodic assessment to ensure high quality delivery of courses. This will include ensuring that trainers are aware of and use updated materials. Note that in cases where the trainer does not deliver training courses as part of a consultancy contract (ie, that trainer only provides in-house training for his/her employing organization), CaLP may not be able to provide support and assessment.

Note CaLP reserves the right to use course evaluations and other sources of feedback to review the quality of trainers, and, if appropriate, remove the trainer from the list certified trainers.