**Terms of Reference:**

**Preparation, Delivery and Reporting for Core CVA Skills for Programme Staff Course *\*LOCATION***

|  |  |
| --- | --- |
| **Responsible Manager** |  |
| **Additional Technical Support** |  |
| **Date** |  |
| **Consultancy duration** | 8 or 9 days |
| **Timeframe** | ***\*DATE*** |
| **Location** | ***\*LOCATION***  Some work will be home-based. |
| **Budget codes** |  |

# Overview of the work/tasks

* Preparation, delivery and reporting on Core CVA Skills for Programme Staff course in ***\*LOCATION***

# Primary Objective of the consultancy

Preparation, delivery and reporting on the above course.

# Specific Objectives

1. To prepare for the training courses and making adjustments to training materials according to context.
2. To facilitate the training courses - working as lead facilitator for the course.
3. To collaborate with the co-facilitator during the planning and delivery of the course.
4. To debrief and provide written feedback to CALP on the delivery of the courses and how future courses could be improved.

# Methodology

The methodology should be in line with the course curriculum, with variations agreed in advance with the CALP team.

# Target audience

As defined in the course description.

# Key Deliverables/Outputs

For the delivery of course:

1. Delivery of a high-quality training course, using CALP training materials - contextualising materials as appropriate to the setting and participants;
2. Evaluation feedback and training report inputs: Written feedback and recommendations to inform a brief training report;

# Activities

* CALP Core CVA Skills for Programmes Staff Course in ***\*LOCATION.***

|  |  |  |
| --- | --- | --- |
| **Activities** | **Days** | **Deliverables** |
| Preparation – contextualizing content to fit participant profiles | 2 or 3 | Contextualized materials ready for training |
| **Facilitation**   * Leadership and direction on facilitation roles between Lead and Co-facilitators, including division of labour for modules, activities, classroom management, etc. * Delivery of one 5-day Training Course | 5 | High quality delivery of **5-day Core Programmes course** |
| **Evaluation and reporting**   * Debrief, including inputs from training participants’ evaluations and CALP feedback * Finalisation of training materials based on training adaptations as well as incorporation of facilitator and participant feedback, etc. * Brief training report | 1 | Evaluation  Training report |
| **Total number of consultant days** | **8 or 9** | Invoice, Timesheet, Receipts, Deliverables |

# Time Schedule & Project Duration:

The schedule is currently as follows:

* CALP Core CVA Skills for Programme Staff Course in ***\*LOCATION*** (***\*DATE***)

# Management:

This piece of work is commissioned by....

# Milestones and Payment Schedule:

Payment will be made in line with the milestones and deadlines for key project deliverables as follows:

|  |  |
| --- | --- |
| Milestone 1  Completion of training and submission of all deliverables for Core CVA Skills for Programme Staff Course in ***\*LOCATION.*** | 8 or 9 days |

# Essential profile of the consultants:

For this piece of work, NAME OF ORGANISATION is looking for the following expertise:

* Must be a CALP-Certified Trainer, certified to deliver the Core CVA Skills for Programme Staff course.
* Proven experience of delivering high quality training and learning events related to cash transfer programming.
* Good understanding of current good practices with regard to CVA and, preferably, experience in ***\*Region***
* Substantial knowledge and experience in capacity building: adult learning methodological approaches and tools and strong skills in facilitation; designing trainings; collecting and analysing secondary information; conducting surveys, consultations and key informant interviews; synthesising qualitative and quantitative information; and evaluating training impact.
* Strong interactive facilitation skills and an adaptive, dynamic instructional approach to ensure learning remains tailored to evolving discussions and questions.
* Knowledge and work experience of the ways of working of humanitarian NGOs (local and international), state actors (e.g. National Disaster Management Authorities and social welfare departments), UN agencies, and private sector actors (e.g. financial service providers).
* The ability to communicate technical subject matter (in oral and written form) to people with varying technical knowledge/skills and from different educational and cultural backgrounds.
* Experience of working in XXXX region is desirable.