

## Terms of Reference

Lead Trainer for Preparation, Delivery in Arabic and Reporting for a Training of Trainers for the Core Cash and Voucher Assistance (CVA) Skills for Programme Staff Course and review materials of existing course.

<b>Responsible Manager</b>	CALP Programme Coordinator for MENA Region
<b>Additional Technical Support</b>	CALP Learning Delivery Lead
<b>Task</b>	Delivery of Core CVA TOT in Arabic
<b>Consultancy duration</b>	9 days
<b>Timeframe</b>	March 2023
<b>Location</b>	Amman, Jordan
<b>Budget code</b>	4,500 Euro

### Primary Objectives

- 1) Review the existing materials for the Core CVA Skills for Programme Staff course, making sure content is consistent throughout with correct use of terminology, where possible finding more links to Arabic content, and removing as much English content as possible.
- 2) The Consultant will lead the planning, delivery and reporting of a Training of Trainers (TOT) course for CALP's Core CVA Skills for Programme Staff course in Amman, Jordan. The TOT will be delivered in March 2023 in Arabic.

### Specific Objectives:

- 1) Provide a tracked changes and final version of the Core CVA Skills for Programme Staff course, having review the content making it consistent throughout with correct use of terminology, where possible finding more links to Arabic content, and removing as much English content as possible.
- 2) Lead the technical planning of the TOT course, in conjunction with the CALP's Learning Team
- 3) Collaborate with the co-facilitator throughout the course
- 4) Facilitate the TOT in Arabic, in conjunction with CALP plans, and in communication with CALP staff and local and regional partners as necessary
- 5) Conduct a review of the course, prepare and submit a report, propose specific recommendations and complete a CALP Training Observation & Feedback Form for the co-facilitator.

### Methodology

The methodology will be in line with the course curriculum, with variations agreed in advance with CALP and the co-facilitator.

### Key Deliverables/Outputs:

- a) Final and tracked changes versions of the Core CVA Skills for Programme Staff course training materials.
- b) Prepared materials and completed planning with co-facilitator

- c) Delivery of course as planned in Arabic
- d) Course report, with recommendations
- e) Completed Trainer Observation & Feedback Form for co-facilitator

### Activities

Activities	Days	Deliverables/Notes
<b>Core CVA Skills for Programme Staff course training materials – Review</b> Proofread and review the training materials to ensure content is consistent throughout.	2	Final and tracked changes versions of the Core CVA Skills for Programme Staff course training materials.
<b>TOT Preparation</b> Preparation for course delivery, including coordinating with co-facilitator in the allocation of roles and session delivery responsibilities	1.5	Facilitation Agenda finalised and appropriate session materials printed/prepared
<b>Facilitation</b> - Deliver of one 5-day Training of Trainer Course - Facilitate full sessions as planned with co-facilitator trainer Provide support during other sessions and activities, as necessary	5	High quality delivery of <b>5-day Core Programmes course</b>
<b>Evaluation and reporting</b> - Lead course debriefing with the co-facilitator, including a review of participant evaluation forms - Prepare and submit course report - Submit Trainer Observation & Feedback Form for co-facilitator	0.5	Evaluation Training report
<b>Total number of consultant days</b>	9	Invoice, Timesheet, Receipts, Deliverables

### Management

This piece of work is commissioned by the CALP Network.

CALP will support the preparation of the training and revision of training materials. The CALP MENA Programme Coordinator will provide overall oversight.

### Milestones and Payment Schedule

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

Milestone 1 Submission of final and tracked changes training materials. Completion of training and submission of all deliverables for Training of Trainers course for CALP Core CVA Skills for Programmes Staff Course in Arabic  Tentatively planned to be delivered in March 2023	9 days
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## Essential profile of the consultant

For this piece of work, CALP is looking for the following expertise:

- Essential that you are a CALP-certified trainer, certified to deliver the Core CVA Skills for Programme Staff
- Experience delivering a Training or Trainers is preferred.
- 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, in both English and Arabic.
- Substantial knowledge and experience in capacity building, including adult learning methodological approaches and tools and strong skills in facilitation, including Training of Trainers courses.
- 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).

## Evaluation Criteria

The proposal will be evaluated according to the following:

- **Cost/financial proposal: 30%**
- **Technical proposal: 70%, focusing on:**
  - **Previous experience in training and in the region**
  - **Experience in CVA**
  - **Updated CV**

Interested candidates should submit their Technical & Financial Proposals to:

<[menaconsult@calpnetwork.org](mailto:menaconsult@calpnetwork.org)>, indicating the subject: Delivery of CALP's Core CVA ToT Arabic Course.

The proposal should include 2 (two) Separate documents:

- **Technical Proposal – including CV.**
- **Financial proposal**

Your financial and technical proposal should be valid for **90** days.

[Applications deadline 1<sup>st</sup> of February 2023]

**Important note:** CALP will cover the cost of travel to and from the training country, accommodation and any transportation necessary for the objective of the consultancy.