

Terms of Reference

Type service: Content development and community training consultant

Working Location: Sur sub district, Deir ez Zor governorate

Duration of contract: 6 months

Background and project information

As an international organization providing humanitarian assistance to people affected by the Syrian crisis, our International is mainly focused on WASH, food security and livelihoods, NFI/Shelter and gender & protection with a special emphasis on the needs of women and girls. We are supporting families to restart and develop their livelihoods through asset transfers, trainings and extension services.

MDF will bring together the combined expertise and capacities of six consortium members from international organization in NES to improve the adaptive capacities and socio-economic well-being of people, civic actors and communities by: Increasing households' income, assets and consumption of needed goods and services; and Creating more cohesive, inclusive and equitable communities in Syria.

CARE activities will be implemented in Deri Zor, focusing on Food security, livelihoods, water and sanitation and protection.

Purpose of the Assignment

The assignment will focus on the following key activities.

1. Awareness raising for stakeholders (including local leaders) on the importance of encouraging the participation of marginalized groups in decision making processes
2. Awareness raising on discriminatory practices, laws or cultural norms
3. Training on basic mediation and negotiation skills

The above activities are expected to benefit 500 people during the lifetime of the project, starting from November 2020 to November 2022. The yearly targets are 50 people in 2020, 250 people in 2021 and 200 people in 2022.

As a community awareness and content development consultant, we expect the person to be proficient in facilitation skills, design and deliver trainings and awareness sessions. You should have excellent communication skills and be able to express the organization's views creatively.

Responsibilities and Tasks:

1. Content development for community awareness sessions
 - a. Review appropriate contents to conduct training on basic mediation and negotiation skills
 - b. Review appropriate contents for training on the importance of encouraging the participation of marginalized groups in decision making process
 - c. Review appropriate contents for conducting awareness sessions on discriminatory practices, laws or cultural norms
 - d. Review methods and materials for conducting participatory mapping of issues / problems/ barriers related to GAD inclusive economic governance, mapping solutions and preparing community plans
2. Conduct community awareness sessions in identified target communities
 - a. Discussion with programme team finalize communities where the awareness sessions will take place
 - b. Prepare and submit community awareness session plans with specific dates and locations for approval by the programme team
 - c. Submit weekly progress report on the community awareness sessions
3. Data gathering, reporting
 - a. Ensure data is gathered in line with the MEL framework for the project
 - b. Photo documentation and beneficiary quotes are recorded and stored in a central drive
 - c. Facilitate data collection for MEL team in consultation with designate programme team
4. Provide refreshment and lunch for participants in training
5. Provide stationary and COVID_19 prevention items (Mask, Sanitization etc.) to training participants

Qualifications, skills and competencies:

- a. University degree in Journalism, Business, Economics, Social sciences, Engineering or another relevant field.
- b. Minimum one-year experience working with an INGO or LNGO.
- c. At least 2 years of progressively responsible professional experience in providing community awareness, training to community leaders etc.
- d. Previous experience in working in Gender, Age, and Disability related issues would be an advantage
- e. Commitment to gender, diversity and human rights.
- f. Ability to work in unstable, uncertain or potentially dangerous environments, independently and in a team.

- g. Excellent facilitation skills.
- h. Excellent reporting and data management skills.
- i. Strong coordination capacity and excellent interpersonal communication skills.
- j. Excellent interpersonal and team skills.
- k. Excellent skills MS Word, Excel, Outlook, Power point.
- l. Fluency in written and spoken Arabic and English, Kurdish will be an asset.
- m. Pro-active and helpful attitude, ready to take on variety of new tasks.
- n. Develops and encourages new and innovative solutions
- o. Women are especially encouraged to apply

Terms and Conditions

Compensation: Service providers are expected to work a minimum of 6 hours a day. Task completion need to be certified by the relevant officer and endorsed by the Program manager prior to the compensation. Compensation can be provided on a monthly basis. The service agreement can be terminated at any time during agreement period.

Work schedule: Each service provider, based on the deliverables below will develop his/her own work plan in discussion with the designated programme officer. He/ She will also submit weekly updates and attendance sheet to the designated programme officer.

Travel and working space: The service provider will develop a travel plan which will be reviewed and approved by the relevant programme officer. Trainer will be responsible to arrange transportation to reach to training venue. Working spaces if needed and with prior informing and agreement, will be organized.

Time sheet: Submit a timesheet showing the actual working days per month, certified by the programme officer.

Activity monitoring sheet: Submit an activity monitoring sheet showing tasks completed for every working day, on weekly basis, and signed/certified by the programme officer.

Deliverables:

- Training content development on 3 topics as mentioned in below table S No1
- Successful completion of trainings for 200 participants within 13 groups (each group consist of 15-16 beneficiaries).
- Each group will participate in 3 days training @1 day training per topic. Each topic training time period is 1 day.
- Timesheet confirming attendance of trainer for each of the (3) contracted days for each group.
- Participants attendance sheet list of each group (total 200 beneficiaries within 13 groups)
- Trainer shall submit one consolidated training report at the end of the all trainings

Please find the detail activities/ tasks in below table

| # | Task/ Key activity | Target | Unit |
|---|---|---|-----------------------|
| 1 | Content development for community awareness raising | Review Content development on “basic mediation and negotiation skills” | 1 days |
| | | Review Content development on “importance of encouraging the participation of marginalized groups in decision making process | 1 days |
| | | Review Content development on “discriminatory practices, laws or cultural norms” | 1 days |
| 2 | Conduct community awareness sessions | Total participation of community leaders/ stakeholders participated in awareness sessions | 200 members |
| 3 | Group Formation of participants | All participants will be divided within groups. Each group having 15-16 participants | 13 groups |
| 4 | Training duration | 1 days training for each topic. (3 topics * 1 days per topic = 3 days training for each group) | 39 days for 13 groups |
| 5 | Data gathering, reporting | Ensure at least 50 voice cuts of participants are stored, at least 50 photos are captured and stored in a central archive documenting the community awareness session. 3 community awareness sessions are video documented (subject to approval and participants consent) | 3 days |
| | | Awareness session reports are completed and submitted for review | 3 days |
| | | Total maximum days | 48 days |

Note: Individual consultants / local CBOs having a pool of resource personal can apply for the EOI.