

## Terms of Reference

**Consultancy title: CHS ToT – Remote Lead facilitator and coach**

**Reports to:** *CHS Alliance Training Manager*

**Work with:** *CHS Alliance AAP Manager*

**Consultancy Purpose/objectives:** To review and contextualize the CHS training package, coach a Chad-based trainer and deliver selected sessions remotely the week of 11 January 2021.

### **Background:**

The CHS Alliance has been implementing a project in Chad in partnership with Ground Truth Solutions and with the support of the Swedish Cooperation since 2018, to measure the satisfaction of the affected people toward the delivery of assistance, use the results as a basis for advocacy toward greater accountability, and improve quality and accountability of the aid delivery in Chad. A training of trainers on the CHS is one of the activities of the project. While delayed due to the Coronavirus, a mix remote/face to face methodology is thought to enable the training to take place in January 2021. The CHS Alliance is seeking a consultant to review and where necessary, adapt and contextualize the training material, and remotely coach the Chad-based trainer to deliver the training. Depending on the IT, the consultant will be expected to deliver some sessions remotely to a group of selected participants physically present in the same room.

### **1. Approach/Methodology:**

Under the guidance of and in discussion with the CHS Alliance Training Manager and AAP Manager, and where necessary with advices from GTS and OCHA Chad, the consultant will review the 2-day training package developed by CHS Alliance, to make the necessary contextualization and possibly reduce the overall delivery time for easier implementation of the training of trainer. The consultant is expected to remotely coach a Chad based trainer on the basis of the reviewed material, in delivering the CHS ToT the week of 11 January 2021, in N'Djamena, Chad. Provided the IT set up enables it (good Internet connexion, camera and microphones), the consultant is expected to deliver remote facilitation of selected sessions.

The CHS ToT has the following structure: 2 days of training on the CHS (existing package to be contextualized); half day of andragogy/training delivery; half day of participants preparing their session; full day of participants exercising facilitation.

The consultancy includes the following steps:

STEPS & ACTIVITES	Nov.			Dec.			Jan.			No° Days
Review of CHS training material, possible adaptations and contextualisation of training methodology (2-days pack)										5
Pre-workshop coaching of the Chad-based trainer										3
Assisting with the delivery of the ToT, coaching the Chad-based trainer while delivering the workshop, and facilitating selected sessions (pending IT set up enables)										4
<b>Total</b>										<b>12</b>

#### Deliverables and timeframe:

1. Review of CHS Training material and adaptation/contextualisation by mid December 2020
2. Preparation calls with the Chad-based trainer spread over December and January
3. Coaching of the trainer during the four-days ToT and remote delivery of selected sessions, for four days the week of 11 January

The contract is covering a total of 12 days from 16 November 2020 to 15 January 2021 (or at the earliest possible date)

#### Qualifications

- Strong experience in Humanitarian Quality and Accountability and of the Core Humanitarian Standard
- Strong experience in delivering training workshops, including training of trainers
- Fluent in French

All consultants need to abide by the [CHS Alliance Code of conduct](#), safeguarding policy and data protection policy<sup>1</sup>.

#### Application:

Deadline for application: **5 November 2020, end of day, CET**. The advertisement will remain open until the position is filled. Interviews will follow shortly.

Application must include a motivation letter, a brief proposal and a CV, to be sent in French or English to [training@chsalliance.org](mailto:training@chsalliance.org). Your application shall also contain your proposed daily rate for this consultancy. As an NGO our funding is limited given this is an earmarked project.

Please note that your level in French will be tested during the interview.

Unqualified applications will not be considered.

<sup>1</sup> These policies will be shared for signature with the successful candidate only.