

Terms of Reference

Training of Trainers (TOT) Workshops

To be held remotely and mainly in Arabic.

1. General

NGO Coordination Committee for Iraq (NCCI) is an independent, neutral, and member-led NGO forum that exists to support national and international NGOs in Iraq. As it provides capacity-building needed to strengthen local NGOs, NCCI continuously serving its local members by implementing capacity building plan CBP by conducting capacity building trainings standing on the real needs and capacity gaps that's still remaining and resulted from the Organizational capacity assessment.

2. Background to the TOT

NCCI is looking to establish a pool of trainers that can deliver trainings in Erbil and Ninawa for National NGO members each according to their specialty.

This workshop will expand the capacity of topic expert volunteer trainers from NCCI member NGOs to conduct training sessions in their area of expertise for national staff members working for NCCI member organizations.

3. Workshop Objective

The aim of this workshop is to strength the participant's capacities of how to conduct and lead training and reflect the experience they have into training material.

The workshop will be highly participatory and practical, focusing on techniques, tools and tips of training management, with participants themselves to be able to design & deliver trainings for local NGOs.

4. Scheduling:

The trainer is expected to conduct this workshop during August 2020. The workshop is typically 3 days in length.

5. Participants:

Staff of national and international non-governmental organizations with different specialties. Participant number is normally between 14 and 16 persons.

6. Workshop location:

The workshop will take place remotely using Webex. Planned timings for this workshop are subject to change; therefore, a degree of flexibility is required from the trainer.

7. Main content areas of the workshop

- How to lead and manage a training
- How to reflect the self-experience into training materials
- How to build logical agenda
- Developing an agenda into a learning experience
- Preparing presentations
- Designing and using exercises and role plays
- How to evaluate a workshop
- How to write final report

8. Tasks and deliverables of the trainer

- In close coordination with NCCI, prepare draft agenda and provide input and advice to determine overall objectives of workshop, key content areas and strategy and methodology for presentation
- Prepare training materials and make sure it adequately covers the objectives of the workshop based on international standards
- Ensure workshop sessions are linked together and easy to follow
- Design interactive exercises and role plays (remotely)
- Submit participant's evaluation score
- Submit trainer and workshop evaluation report that shows the overall all success in meeting objectives
- Submit workshop final report.

9. Deadline

Please submit below requirements before 20 July 2020 to recruitment@ncciraq.org using “ToT trainer” as the subject of your email.

- Cover letter
- CV
- Summary of similar services you provided before
- Summary outline, including a proposed timeline, for how you intend to achieve the requirements of the ToR