

Blumont INC

TERMS OF REFERENCE

Training to build the capacity of staff

Contracting Agency:	Blumont
Place:	In person and/or Online
Duration of Contract:	5 months

1 Background

Blumont is a global organization working with local communities to deliver lifesaving humanitarian assistance, build infrastructure, and foster opportunities for long-term stability and development. In the past 20 years, Blumont has worked in over 40 countries, implementing over 325 projects, in partnership with over 40 donors. Blumont's areas of focus include humanitarian assistance, early recovery and stabilization, governance, economic growth, agriculture, livelihoods development, infrastructure, and climate change resiliency. Within the humanitarian assistance portfolio in the Middle East and North Africa (MENA) region, Blumont provides camp coordination and camp management (CCCM), non-food item (NFI) distribution, humanitarian coordination and information management (HCIM), water, sanitation, and hygiene (WASH), food security and livelihoods (FSL), community mobilization, protection services, and psychosocial support to over 200,000 displaced people daily throughout Syria, Iraq, and Jordan.

2 Objectives of the Assignment:

The overall aim is to improve the capacity of Blumont's staff through provision of customized courses in a variety of technical and soft skills subjects. Trainings will be conducted with the aim of imparting the participants with technical and operational knowledge.

3 Scope of Work and key tasks_

3.1 Training and Workshop

- The selected company will be responsible for the planning, development module, and conduct the training for the team.
- The training module should focus on both theoretical and practical topics based on case studies and exercises across the region (preferably related to NGO work).
- It is expected that the training will provide the participants with up-to-date knowledge and skills.

3.2 Needs Assessment and Report with Recommendations for the Way Forward (if needed)

Blumont might ask need assessment for certain topics mentioned in the BoQ, and as a result of the needs assessment conducted prior to the training, as well as discussions during and after the training, the expert is expected to design the training in a way that will benefit everyone participating regardless of their level of knowledge.

3.3. Summary of key deliverables:

1. Undertake virtual survey and needs assessment for the participants to be trained (If needed).
2. Develop interactive and detailed training modules/training session plan and all accompanying background material for the delivery of training workshops on capacity building of training topics.
3. Develop a detailed evaluation of the modules/training(s) by the participants so that the workshop/training materials can be improved according to the participant feedback.
4. As part of the training, deliver the training guidelines in addition to content and tools.

4. Training schedule

The selected company will be informed in advance, initial plan is to have these training between the period of June to November.

5. Qualifications and Experience

The company with the following experience is welcome to apply:

- Company to provide their profile and their similar experience in providing training on mentioned topics.
- Highly Qualified Trainers CVs to be attached with the company profile with qualifications below:
 - a) Advanced University Degree in related disciplines (if applicable), as well as international Training of Trainers (TOT) certificates for the topics they deliver.
 - b) Minimum 7 years of progressively responsible relevant experience.
 - c) Good experience in conducting workshop and management, including participatory training approaches;
 - d) Good knowledge of latest development in international best practices related to the topic, including work of the INGOs.
 - e) Excellent writing and oral communication skills in English or Arabic