

TERMS OF REFERENCE – career development and business management trainer

Capacity Building training for Juveniles

1. Terre des hommes Iraq – Access to Justice Program

Tdh is a leading Swiss child rights agency present in the MENA region since 1973. Currently, Tdh operates in Lebanon, Jordan, Egypt, Palestine, and Iraq. Afghanistan and Pakistan belong programmatically and operationally to the MENA portfolio at Tdh as well. Within the region, Tdh has in place 3 specialized programs: (1) Access to Justice for Children and Youth, within which a 'Gender Justice' specialized programmatic thematic is carried out, (2) Children and Youth Affected by Migration, and (3) Child and Maternal Health. Those programs, in addition to the specialized technical staff within each of them, are supported by a Child Protection Transversal Unit as well as a Quality and Accountability Unit.

Since January 2019, Tdh has been a pioneering actor in justice for children programming in Iraq. Within the current Access to Justice program, Tdh aims at promoting justice practices which incorporates a restorative component as to provide appropriate solutions to (re)establish the concept of positive and child-friendly justice among offenders, victims, witnesses and their communities, but also towards the stakeholders in country, from authorities to national civil society involved in child justice matters. The complementary objectives are to ensure (1) the application of strong legal principles such as specialized justice systems for children, diversion and alternatives to detention, (2) the best interest of the child at all stages of the judicial procedures including post-release/aftercare, (3) psychological, sociological and criminological theories that take into account the comprehensive development of children and youth, (4) the setting up of safe and effective reintegration pathways from the first contact with the justice systems till long after their release in order to ensure the continuum of care, sustainability and minimize the risks related to re-offending/recidivism.

Tdh activities mainly focus on: providing specialized support to foster safe and sustainable reintegration processes for children in contact with the law and their families, reinforcing the child justice system through promoting their access to child-friendly legal aid, fostering synergies between formal and informal justice actors, reinforcing child protection community-based mechanisms, and providing specialized capacity building to juvenile judges pertaining to different stages/practices of child justice proceedings.

2. Rationale of the training

The rationale for the training lays in the need to provide juveniles with training to foster their capacities in managing their own business after they are released from detention in Rashad reformatory school and Mosul Reformatory School. Since Tdh provide the released juveniles with reintegration kits which consist basically of materials and items allows them to start their own craft-based business, the juveniles were in dire need for strengthening their capacities in market their services and products, to learn about financial management for their business and to learn about methods to increase their profitability.

3. Objective of the training

The main objective of this training opportunity is to enhance the capacity of juveniles on managing small business. This will be achieved through the following specific objectives:

To develop and deliver training modules that focus on:

- Small business management strategies
- essential management skills
- financial needs and access to resources
- marketing strategies
- maintaining relationships with customers

4. Scope of the training and deliverables

The **scope of work** and expected deliverables are the following:

1. Develop the training course through consultation with Tdh's social workers and share it with Tdh for validation.
2. Prepare pre- and post-test and training evaluation template.
3. Deliver the training inside or outside the reformatory schools (Rashad reformatory school in Baghdad to be delivered by 10/12/2023 and Mosul reformatory school in Ninawa to be delivered by 20/12/2023).

5. Methodology

The training will employ the following methodologies:

Training needs assessment: Conduct an initial needs assessment through discussion with Tdh's social workers to identify the specific requirements and gaps in the knowledge and skills of juveniles.

Curriculum Development: Develop customized training based on the identified needs.

Training Delivery: Facilitate interactive and participatory training, combining theoretical knowledge with practical exercises.

Pre- and Post-Assessment: Conduct pre- and post-training assessments to measure the impact of the training on participants' knowledge and skills.

Tdh will facilitate the access of the trainer to the reformatory school.

6. Timeframe

The trainer is expected to use their own computer and other equipment required for the task.

The duration of the conducting the training need assessment, design the training and delivering it will be specified by the trainer, but it should not be less than 5 days and not exceeding 10 days.

7. Profile of the trainer: qualifications and experience

Profile of the trainer:

The trainer should possess the following qualifications, skills, and experience:

Educational Background: The trainer should hold a relevant degree in business management, or a related field. A combination of academic qualifications and practical experience is highly desirable.

Experience: The trainer should have a minimum of 3 years of experience in designing and delivering training programs related to business management.

Training and Facilitation Skills: Strong facilitation and training skills are necessary to effectively convey complex concepts to diverse groups of participants. The trainer should have a proven track record of delivering engaging and interactive training sessions.

References: The trainer should provide references from previous clients or organizations for whom similar trainings have been conducted.

8. Application procedure

Trainers that meet the requirements should submit the following:

1. Cover letter including the trainer's suitability for the assignment and current contact information (max. 1 page) and it should include mentioning of 1-2 previous similar works.
2. Technical offer; detailed response to the Terms of Reference herein, with specific focus addressing the purpose and objectives of the assignment.
3. Financial offer must cover all the services described in the ToR and should be Sign and stamp

Prerequisites for accepting financial offers:

- Prices are to be submitted in IQD and are valid for 30 days starting from the applications' closing date. Prices must be inclusive of taxes.
- The quotation must be detailed and based on the work mechanism proposed by the trainer.

All offers must be e-mailed to irg.tenders@tdh.org Tdh Access to Justice Technical Coordinator in Iraq) no later than 26 Dec 2023 at 16:59 pm (Iraq time).

Mention in the e-mail object the title of the training: Business management and career development.

Only proposals in English and that include all the required documents will be assessed. Only short-listed candidates will be contacted.
