

TERMS OF REFERENCE – Capacity Building

Master Trainer – Training of Trainers (ToT) for Vocational Training Staff

Master trainer in Appliance & Air Conditioning Repair & Installation for vocational workshop staff in Juvenile Reformation schools in Baghdad and Nineveh

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.

More information can be found here: <https://www.tdh.ch/en>

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 Capacity Building

In line with the overall project objectives, capacity building for vocational workshop staff in Juvenile Reformation Schools is a critical intervention to strengthen the expertise and the technical skills for the delivery of vocational training by the staff to the juveniles.

By equipping vocational staff in Baghdad and Nineveh with updated technical knowledge and instructional skills, this capacity building will directly contribute to advancing the project's goal of rehabilitation and reintegration. Strengthened trainer capacity will enable staff to deliver high-quality vocational training that supports juveniles to transition into meaningful and sustainable economic roles, thereby reducing recidivism and strengthening social cohesion after release.

3. Objective of the Training

Tdh's overall objective for this Training of Trainers (ToT) is to equip vocational workshop staff in Juvenile Reformation Schools with the necessary technical expertise, instructional and facilitation skills, and reintegration-sensitive approaches to deliver effective and sustainable vocational training for juveniles.

Specifically, the training will:

1. Provide comprehensive theoretical and practical training in **Appliance & Air Conditioning Repair & Installation** in Baghdad and Nineveh
2. Strengthen trainers' capacity to integrate soft skills, work-readiness, and entrepreneurship elements into vocational sessions, ensuring juveniles are prepared for both employment and self-employment opportunities.
3. Facilitate on-the-job training and coaching to reinforce learning, provide continuous guidance, and ensure effective application of technical and pedagogical skills in real workshop settings.
4. Deliver mentorship and follow-up support to vocational training staff, enabling them to consolidate knowledge, address challenges, and sustain high-quality vocational instruction beyond the training assignment.

5. Scope of the training and deliverables

The Scope of the Training

This Training of Trainers (ToT) assignment will focus on strengthening the capacity of vocational workshop staff in Juvenile Reformation Schools to deliver high-quality, market-relevant, and reintegration-sensitive training to juveniles.

The assignment will include curriculum review and customization, through which the trainer/applicant will review and adapt existing training curricula, or provide standardized modules where needed, starting **with Appliance & Air Conditioning Repair & Installation**. The curricula

must integrate appropriate instructional methods, facilitation techniques, soft skills, entrepreneurship, and reintegration-sensitive approaches. The trainer/applicant will then conduct comprehensive theoretical and practical Training of Trainers (ToT) sessions for vocational staff, **with a focus on Appliance & Air Conditioning Repair & Installation**, applying participatory and practice-oriented approaches that strengthen both technical competence and training delivery skills. This will be followed by on-the-job coaching, providing structured and supervised practice for vocational staff in real workshop settings, while supporting them in applying facilitation techniques, classroom management, and occupational safety during pilot sessions with juveniles. The process will be complemented by mentorship and follow-up, through ongoing individual and group sessions to reinforce knowledge, address challenges, and build trainer confidence for sustainable outcomes. Finally, the trainer will contribute to institutional strengthening by recommending tools, manuals, and resource materials to enhance vocational workshops, while ensuring that all training methods are aligned with occupational safety standards, market relevance, and reintegration objectives.

The trainer/applicant is expected to provide:

<i>1. <u>Preparation of training tools/materials and delivery of ToT sessions</u></i>	
Tasks	Timing
• Inception Report – including methodology, adapted curricula, and training plan. • Training Materials & Toolkits – customized manuals, guides, and resources for Appliance & Air Conditioning Repair & Installation • Delivery of ToT Sessions – successful facilitation of theoretical and practical training for vocational staff.	IR and Training Materials – 01 October 2025 ToT session 5 Oct – 16 Oct 2025
<i>2. <u>Coaching / mentorship and Final report</u></i>	
Tasks	Timing
• On-the-Job Coaching Report – documenting progress and lessons from supervised practice. • Mentorship & Follow-up Report – capturing trainer performance, challenges addressed, and recommendations for sustainability. • Final Training Report – consolidating outcomes, good practices, and recommendations for strengthening vocational training capacity in reformation schools.	2 times after the training in Oct and 2 times in Nov 2025 FTR 01 December 2025

6. Methodology

The training is expected to be delivered through a participatory and hands-on approach that maximizes engagement and skill retention. Applicants are expected to apply interactive methods such as group work, demonstrations, role-plays, and peer-to-peer learning, with the majority of content delivered through practical, workshop-based sessions. The methodology should emphasize practice, with the majority of the content being practical, ensuring staff can apply learning directly in workshop environments using real equipment and in-site application for the trade.

A Training of Trainers (ToT) approach is required, focusing on developing both technical expertise and instructional skills, while equipping vocational staff with tools to design lesson plans, manage workshops, and assess juvenile learning outcomes. Trainers are also expected to provide on-the-job coaching, providing structured opportunities for supervised practice, with direct feedback to refine facilitation, technical delivery, and safety practices.

All training methods must be grounded in child protection principles, ensuring that approaches are child-friendly, trauma-informed, and aligned with reintegration objectives, while integrating soft skills, work-readiness, and entrepreneurship elements alongside technical content.

The trainer/applicant will strictly follow the work plan, and the time schedule agreed with Tdh in undertaking the assignment. An appropriate methodology will have to be determined by the applicant and submitted with the technical proposal. It will be reviewed by Tdh and adjusted accordingly with the trainer if needed prior to the signature of the contract.

7. Timeframe

The trainer is expected to use their own computer and any other equipment required for the assignment while Tdh can support with other logistics requirements. The training assignment is expected to be completed within the period September – December 2025, in line with the deliverables listed above. The Training of Trainers (ToT) sessions must be completed no later than 15 October 2025, with subsequent on-the-job coaching, mentorship, and final reporting to follow as per the agreed timeline.

The proposed timeline for deliverables is as follows (subject to agreement with Tdh and the relevant departments):

- Inception Report and Training Plan: 01 October 2025

- Delivery of ToT Sessions: 05 – 16 October 2025
- On-the-Job Coaching and Follow-up: 22 October and 17 November 2025
- Mentorship Sessions (individual and group – Onsite): 24 November 2025
- Final Training Report: 01 December 2025

8. Profile of the Trainer: qualifications and experiences

The selected trainer should meet the following requirements:

- A post-graduate degree, professional certification, or equivalent qualification in Technical and Vocational Education and Training (TVET), Mechanical Engineering, Electrical Engineering, HVAC, or other relevant technical disciplines
- At least 7–10 years of proven experience in vocational training, including practical expertise in appliance repair, refrigeration, and HVAC systems installation and maintenance.
- Demonstrated experience in Training of Trainers (ToT), capacity building, and coaching of vocational training staff.
- Strong background in developing and adapting curricula, lesson plans, and training materials for vocational programs.
- Proven ability to integrate soft skills, entrepreneurship, and work-readiness components into technical training.
- Preferred experience in applying child-friendly, trauma-informed, and reintegration-sensitive approaches within vocational or educational settings.
- Skilled in facilitating workshops, on-the-job coaching, and mentorship programs for diverse groups of participants.
- Excellent communication and reporting skills.
- Fluency in Arabic is required, knowledge of local dialects in Baghdad and Nineveh is an asset

9. Data Protection

As part of Tdh's commitment to responsible data management, the successful candidate will be expected to adhere to the minimum standards for data collection. These standards are designed to be practical and achievable, especially in field settings, considering varying technical capacities and operational contexts across the governorates of intervention.

The aim is to ensure all team members are aware of and apply basic principles for the safe and responsible handling of personal data. This includes understanding and safeguarding:

1. **Personal Data:** Any information related to an identified or identifiable individual.

2. **Personally Identifiable Information (PII):** Any data that could potentially identify someone, which may vary depending on the context.
3. **Sensitive Data:** Information that could lead to discrimination if misused, such as data related to ethnicity, political or religious beliefs, union membership, health, sexual orientation, or criminal history.

10. Safeguarding

Tdh holds a zero-tolerance policy toward all forms of violence against children. Whether physical, sexual, psychological, or through neglect, such acts are unacceptable. We believe that a strong and consistent policy framework is essential to prevent and address these forms of abuse.

In every project we implement, we are committed to creating and maintaining a protective environment where children's rights are respected and upheld.

Our **Child Safeguarding Policy** outlines how we operate as an organization to protect the well-being of all children we work with—both directly and indirectly—and to ensure that our activities do not cause harm. This policy applies to everyone working for or on behalf of Terre des hommes, including staff, consultants, volunteers, and governing body members.

11. Application procedure

Applicants that meet the requirements should submit expression of interest, which should include the following:

1. Cover letter including the applicant's suitability for the assignment and current contact information (max. 1 page)
2. Include 1-2 samples of previous similar work
3. Technical offer; detailed response to the Terms of Reference herein, with specific focus addressing the purpose and objectives of the assignment, methodology to be used and key selection criteria (max. 7 pages)
4. Financial offer; detailed budget breakdown based on expected daily rates and initial work plan. (max. 2 pages)
5. Initial draft of the proposed work plan (max. 4 pages)
6. Proposal of Practical Training Locations/Facilities; suggested venues for the practical training days, ensuring they are safe, accessible, and adequately equipped.

7. Consumables List: a detailed list (in Arabic and English) of all consumable items and materials required for each training session, with clear specifications to enable timely preparation and procurement.

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 have to be inclusive of taxes. The daily fee should be inclusive of travel costs and accommodation.
- The quotation must be detailed and based on the work mechanism proposed by the applicant.

All offers must be e-mailed to irq.tenders@tdh.org no later than 18th October 2025 at 11.59 pm (Baghdad time). Applications will be reviewed on a rolling basis, with priority given to the earliest received applications.

Mention in the e-mail subject: **Capacity Building – Master Trainer in Appliance & Air Conditioning Repair & Installation**

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