**Terms of Reference**

**Delivery of CaLP Training of Trainers Course**

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| **Responsible Manager** | Steph Roberson, Learning Content Lead |
| **Additional Management Support** | Greg Rodwell, Learning Delivery Lead |
| **Date** | 10th July 021 |
| **Consultancy duration** | 10 days |
| **Timeframe** | 15th August– 30th September 2021 |
| **Location** | Consultancy will be home-based |
| **Budget codes** |  |

# Background

The Cash Learning Partnership (CaLP) is the global partnership for cash transfer programming in humanitarian aid. We are a catalyst for accelerating change in the scale and quality of cash transfer programming. We enable the collaboration necessary to develop practical solutions to collective problems in the sector. Since our founding in 2005, CaLP has been at the forefront of promoting and improving cash transfer programming across the humanitarian sector.

CaLP enables collaboration between organizations, while also supporting them to make their own progress. We do this by bringing organisations together to strengthen capacity, knowledge and commitment for cash transfer programming across the humanitarian sector. The potential of cash cannot be delivered by organisations working alone.

The CaLP secretariat comprises approximately 30 staff globally, which is made up of technical expertise, capacity building, communications and management staff. CaLP has offices in Jordan, Kenya, Senegal, Switzerland, the UK and US, in addition several staff are home based. These offices support and facilitate knowledge sharing, learning and training in multiple countries, and ensure that all voices are heard through representation in key global and regional fora.

CaLP’s members are at the heart of what we do. They will deliver the increase in scale and quality of cash and voucher assistance (CVA) programming in humanitarian response. They gain value from being part of our global partnership, both as individual organisations and collectively. Our membership comprises more than 80 organisations and individual experts. Members include NGOs, UN agencies, academia, the private sector and donors.

# Context for the work

CaLP has developed an ambitious project to support the delivery if its flagship training course, Core CVA Skills for Programme Staff, via an online platform. The 5-day face to face training course has been adapted and restructured for self-directed and online delivery via a range of media over 12 weeks. By developing the CaLP Online: Core CVA Skills for Programme Staff course, CaLP hopes to reach more humanitarian staff in hard-to-access locations where face to face trainings are harder to arrange, as well as adapting our training models to fit a post-COVID 19 world in which face to face trainings may be less desirable or more complicated to manage safely.

CaLP is looking for certified trainer/s with experience of delivering Training of Trainers (ToTs), to deliver a TOT on this new CaLP Online: Core CVA Skills for Programme Staff for some of CaLP’s Certified Trainers.

# Overview of the work/tasks:

* Lead the facilitation (with support of CaLP staff) of a Training of Trainers course for the CaLP Online: Core CVA Skills for Programme Staff course, in September 2021

# Primary Objective of the consultancy:

Preparation, delivery and reporting on the above course.

# Specific Objectives:

1. Plan the Training of Trainers course
2. Lead the facilitation of the TOT in English
3. Prepare a report of the TOT after delivery

# Methodology:

The Training of Trainers course will be based on the preliminary materials that CaLP has developed, which will be shared with the consultant.

The TOT will be held online, and will consist of at least 6 sessions (each session is 2 hours long) most likely spread over a 2-week period.

Participants will be expected to deliver practice sessions with support from the TOT facilitator.

# Target audience:

The TOT will be targeting existing CaLP-Certified Trainers, or as a minimum, participants should have some familiarity with the F2F Core CVA Skills for Programme Staff Course and experience of online facilitation.

# Key Deliverables/Outputs:

1. Prepared materials and completed planning for the TOT
2. Delivery of course as outlined in these Terms of Reference
3. Final training workshop report

# Time Schedule & Project Duration:

The tentative schedule for the courses is as follows, with finalisation of dates being set in conjunction with consultant:

* 6th September – 17th September 2021: Training of Trainers course for the CaLP Online: Core CVA Skills for Programme Staff course

The consultant will be allocated up a total of 10 days, in line with the following breakdown:

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| **Dates** | **Activity** | **Number of days** |
| August | TOT planning and preparation, in conjunction with CaLP | 4 days |
| 6th - 17th Sept | TOT delivery, including report writing | 6 days |
| **Total days, maximum:** | | **10 days** |

# Management:

The consultant will be managed by Steph Roberson, Learning Content Lead

# Milestones and Payment Schedule:

Payment will be made in line with the milestones and deadlines for key project deliverables as follows:

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| --- | --- |
| *Milestone 1:* Completion of Training of Trainers course, including submission of report | 100% fee |

# Note:

The consultant should have the following essential skills and knowledge:

* Proven experience of planning and delivering high quality training courses related to CVA, including remote/online courses
* Be a CaLP-certified trainer for the CaLP Online: Core CVA Skills for Programme Staff course, including experience delivering it
* Strong interactive facilitation skills and an adaptive, dynamic instructional approach to ensure learning remains tailored to evolving programming
* Experience of delivering Training of Trainers courses for CaLP is preferred.

Expressions of Interest must be sent to [lmbodj@wa.acfspain.org](mailto:lmbodj@wa.acfspain.org) and [consult@calpnetwork.org](mailto:consult@calpnetwork.org) by end of day Monday, July 26th 2021.

If you have any questions about your application, please contact [Steph.Roberson@calpnetwork.org](mailto:Steph.Roberson@calpnetwork.org).