



TERMS OF REFERENCE

ACTED is hiring a Consultant to develop training modules and facilitate training workshops aimed at strengthening local institutions' and civil society organizations' (CSOs) organizational capacity in order to improve their ability to respond to protection needs throughout the Dohuk Governorate in northern Iraq.

Type of Assignment:	Consultancy
Position:	Capacity Building Project Consultant
Duration:	6-month full-time consultancy service contract
Work place:	Based in Dohuk, Iraq (mobile in areas of intervention of the project)
Timeline and Contract Duration:	Estimated at 6 months, to be finalized and agreed upon with the selected consultant.

Background and Introduction

ACTED (Agency for Technical Cooperation and Development) is a French humanitarian NGO. Established in 1993, it is a non-governmental, non-political and non-profit organization committed to supporting vulnerable populations around the world. ACTED's teams work in 36 countries, responding to emergency situations whilst also supporting rehabilitation and development.

ACTED expanded relief operations by opening offices in the Middle East in 2003, to support the Iraqi population to ensure continued access to essential human needs. ACTED teams remain fully mobilized in response to the Syrian refugee and IDPs crisis in Iraq. As of February 2018, and although many have started to return, there are still around 2.5 million internally displaced in Iraq (2,470,974 IDPs as of 19 February 2018). A total of 8.7 million people are believed to be in need of humanitarian assistance in 2018 (Humanitarian Response Plan – Iraq, 2018), including IDPs and conflict-affected host communities, but also about 240,000 refugees who sought refuge from Syria in the Kurdistan Region of Iraq (KRI). Specifically, in KRI, there are in early 2018 around 0.7m people in need. Eighty per cent of those displaced in KRI are living out of camp, in rented housing or with host families, while the remainder resides in camp (HRP 2018). In Dohuk governorate specifically, more than 271,000 people are estimated to need some form of humanitarian assistance in 2018. Dohuk is one of the smallest governorates in Iraq, although it hosts one of the largest displaced populations and there are also three camps for Syrian refugees in the governorate. Out of those vulnerable displaced populations, in and out-of-camps, nearly half are reported to be children (under the age of 18).

Each year since the beginning of the Iraqi and Syrian crises, pressure on local services have increased, including health facilities, schools and protection services. Particularly lacking has been the access to mental health and psychosocial support services for conflict-affected communities, and vulnerable and at-risk children specifically. ACTED's ongoing monitoring of child protection concerns and risks demonstrates a critical need for the provision of psychosocial support (PSS) through recreational activities, non-formal education and specialised child protection case management for both children and youth. The provision of such services is further limited by the significant gap in CSOs who have the capacity to cater for the rapidly increasing number of vulnerable and at-risk children; especially in areas where public services are pressured by the high number of displaced populations (i.e. Syrian refugees and internally displaced). There is a significant gap in the provision of community-based protection (especially for those most vulnerable such as children and youth) and PSS interventions, and an urgent need for strengthening CSOs' capacity at a sub-national level so as to compound the effects of displacement and distress.



Objective of the Assignment

The overall objective of the assignment is to strengthen local institutions' and CSOs' ability to respond to protection needs through organizational management capacity building and trainings. The purpose of the consultancy is to develop learning and training materials based on the needed training toolkit for the Department of Labour and Social Affairs (DoLSA), as well as support ACTED with the development of protection training modules for two CSOs. The training modules will focus on organizational capacity (for top management and support departments) as well as on understanding and knowledge of thematic topics relevant to protection (for frontline workers). The total repertoire of the trainings is likely to include the following modules, to be tailored according to the needs of each organization: AME, Finance, Governance, HR, Logistics, Audit, Project Cycle Management, Fundraising, Communication, Child Protection, SGBV, PSS, case management. The outputs of the assignment should enable ACTED to build the capacity of local institutions and organizations in the longer term.

Roles and Responsibilities

1. To support DoLSA and two CSOs through the development and delivery of training modules and resources on organizational strengthening and in key thematic sectors.
 - Carry out a review of existing organizational policies and procedures and identify gaps and capacity weaknesses compared to international best practice;
 - Based on the review of DoLSA inputs and ACTED's GOCA findings, propose and develop comprehensive trainings modules;
 - Implement and administer comprehensive organizational management system strengthening tools;
 - Ensure the development and maintenance of a comprehensive training package for DoLSA;
 - Prepare training guidelines, training plans, training modules and manuals.
 - Devise a mechanism for monitoring of trainings impact;
 - The trainings will likely be facilitated by a combination of training consultant and ACTED team, taking into account the various language needs.
2. Understand the functional and technical requirements from the departments of DoLSA and other involved stakeholders for implementation of capacity building and training modules, design documents, delivery and user manuals towards the identified requirements.
3. Preparation of a work plan and training calendar.
4. Support with inputs for implementation and guidance of various tools at field level.
5. Follow-up on initial trainings to evaluate impact of the training program.
6. Participate in ACTED staff capacity building by conducting internal trainings and developing a Facilitators Guide to delivering training workshops.
 - Create awareness and inform targeted participants of the materials and resources (modules)
 - The workshops will be based on a participatory and experiential learning methodology.
 - Coordinate with the ACTED team for effective designing and execution of trainings.
 - Approaches for enabling the participants to learn through group work, presentation, films, and other stimulating techniques.



Expected Outputs and Deliverables*

1. Development of 7 comprehensive training modules on organizational management and capacity building, aimed at strengthening local institutions' and CSOs' ability to respond to protection needs.
2. Development of a training plan and schedule for DoLSA and CSOs.
3. Conduct 7 internal trainings for ACTED staff. Each training will focus on one module, as per deliverable 1. The trainings should be designed to have a train-the-trainer focus in order to develop the capacity of ACTED staff to support the capacity building of DoLSA and CSOs in the longer term.
4. Conduct 25 comprehensive organizational capacity building trainings for DoLSA and two CSOs.
5. Development of a facilitator's guide to delivering training sessions to support the long-term training activities conducted by ACTED staff, for both the organizational capacity building and protection trainings. This should include both a technical assistance guide and training evaluation methodology.
6. Impact and evaluation report on trainings.
7. A final report detailing outcomes, achievements, points to be improved and technical recommendations.

*ACTED shall be entitled to all copyrights, patents and other proprietary rights and trademarks with regard to the products or documents and other materials which bear a direct relation to or are produced or prepared or collected in relation or in the course of the execution of the contract.

Qualifications and Experience

- Experience designing and delivering trainings and curriculum on organizational development and capacity building; Experience working with and delivering trainings to public sector institutions desirable.
- Experience with Training of Trainers (ToT)
- Master's degree (or equivalent experience) in a related field such public administration, social sciences, education, etc.
- Knowledge of thematic topics related to protection an asset, including child protection, sexual and gender-based violence (SGBV), psycho-social support (PSS) and case management.
- Ability to communicate clearly and effectively
- Sensitive to regional political, gender and cultural dynamics
- Experience working in multicultural environments
- Fluency in English required; Knowledge of Kurdish or Arabic an asset.
- Knowledge of the context of northern Iraq an advantage

Reporting lines and Working Relations

The Consultant shall report to:

- CP Program Manager
- CP Project Manager
- Area Coordinator

External Relations:

- Protection/Child Protection Partners
- Local Authorities
- CSOs
- Relevant Cluster & Working Government Representatives

Specific Conditions

1. Accommodation and transportation inside Iraq will be provided by ACTED (not to be included in Consultant's financial offer).
2. All other related expenses, such as international transportation (flights in and out) visa, insurances are to be covered by the Consultant.
3. The Consultant must strictly follow ACTED security guidelines in Iraq for the duration of the consultancy.
4. The Consultant is bound by ACTED's Code of Conduct.



Application

Interested parties must submit the following:

1. A comprehensive CV
2. Three references
3. A detailed implementation plan/technical proposal according to the objectives, outputs and deliverables aforementioned
4. Financial proposal including a breakdown of costs