

**INGO Forum**  
**TERMS OF REFERENCE (TOR)**

**Humanitarian HEAT Training for INGO staff implementing humanitarian programs in Libya**

<b>I. Humanitarian Hostile Environment Awareness Training</b>	
<b>Background</b>	<p>The present training has the aim to introduce humanitarian workers to the practical skills and understanding required for travelling or being deployed to unsafe areas overseas. The specific objective is to build the capacities of field staff - equip trainees with essential knowledge and skills needed to surpass potential security incidents, specific to conflict areas.</p> <p><b>The training content, terminology and wording must respect humanitarian principles.</b></p> <p><b>The training content will be contextualized to Libyan environment through the integration of actual incident types and prevalent trends in the area and relevant to the humanitarian program implementation.</b></p>
<b>Objective of the assignment</b>	<p>The trainer(s) is/ are a national/ international consultant(s) providing their/her/his services to the selected staff members in the form of capacity-building trainings and consultations. The scope of the capacity building trainings and consultations will be to address the weaknesses and gaps in the knowledge of employees on: how to deal with possible life-threatening situations and how to develop the ability to function optimally considering the risks specific to the current Libyan context.</p>

<p><b>Scope of the work</b></p>	<ol style="list-style-type: none"> <li>1. Design a training curriculum based on the common practices in the field and provide the external training materials, among these, Power point presentations, workshop exercises, tools/resources, handouts for attendees, etc.</li> <li>2. The training will include role playing and interaction in simulations of real-life scenarios, from which trainees will learn and practice skills to help build self-confidence and adopt a rational attitude.</li> <li>3. A safe learning environment will be maintained, at all times.</li> <li>4. Prepare the venues and logistics of the training. Venue, refreshments and training materials to be covered by the trainer(s).</li> <li>5. Ensure that training components and activities are implemented as outlined in the proposal in accordance with INGO Forum's policies and regulations.</li> <li>6. Ensure all activities are delivered on time.</li> </ol>
	<ol style="list-style-type: none"> <li>7. Conduct evaluation on trainees to ensure that the information and activities reach their goal.</li> <li>8. Accurately provide training reports.</li> <li>9. Maintain ongoing communication with INGO Forum's Coordinator regarding progress and challenges;</li> </ol>
<p><b>Key deliverable</b></p>	<p>The consultant(s) is/ are expected to ensure the following:</p> <ol style="list-style-type: none"> <li>1. Designed a training curriculum, material and agenda to be delivered to the trainees based on the on the results of the capacity survey conducted by INGO Forum</li> <li>2. Provide suitable venues and all approved materials for the training</li> <li>3. Deliver training sessions for all trainees</li> <li>4. Report about the training, one per organization, to describe the trainees' performance, and how these could be improved.</li> </ol>
<p><b>Timeframe</b></p>	<p>This assignment is for both International and National Consultants and is for a period of <b>1 working week</b> between <b>24<sup>th</sup> to 31st of March 2020.</b></p>

<b>Location</b>	The training and briefings will take place in <b>greater municipal area of Tunis, Tunisia.</b>
<b>Support provided by the INGO Forum (ACTED) to the Expert</b>	The Libya INGO Forum for team will provide support in coordinating with the beneficiaries.
<b>Language</b>	All materials/ reports are to be written in <b>Arabic for participants</b> , and the final report in both Arabic and English.