 **Date: 25th November, 2015**

**TERMS OF REFERENCE: INDIVIDUAL TRAINER**

**Improved Livelihood Skills Training for 200 individuals**

**Background**

Cordaid South Sudan is implementing five months UNDP funded DRR/food security project which include delivery of improved livelihood skills training to support vulnerable women to generate supplementary income activities in Mangateen and Lologo areas of Juba county. These value chains are identified due to the potential experience and ability to integrate vulnerable women into marketing their locally produced food. Cordaid is currently procuring the services of a local national Trainer to deliver the training for women engaged in the project.

**Objective**

The main objectives of this assignment are:

* Providing locally appropriate and market driven training for selected adolescent girls and women on Agro food processing or Soap processing/but one of these.
* Provide follow-up visits and recommendations on production process within the one month period of the project.

**Scope of work**

**Activity 1: Preparation of training material**

The Trainer will be required to prepare training manual for the proposed trainings and a timetable to deliver the training activities. The training content will be discussed and approved by Cordaid Programme Manager and will be delivered for 6 days for 200 individuals on technical Agro-food processing including good manufacturing practices and good hygiene practices. Prior to the training, there will be meetings with Cordaid DRR/Food security Programme manager to provide the trainer with information on the project necessary for delivering the expected results

**Activity 2: Develop Training Plan**

The Training Plan will be discussed with Cordaid’s project staff to inform the beneficiaries about the dates of sessions targeting each location. The output of this phase is a calendar of all training days which indicates the places and beneficiaries to attend in addition to detailed list of required materials and logistics to be prepared for every session.

**Activity 3: Conduct Trainings**

The trainer in this phase is expected to conduct the trainings as planned and agreed with Cordaid regarding the methodology and approach, schedule, topics, and training instruments, etc.  The training shall take into consideration the request of beneficiaries to focus on practical session more than theoretical ones. Targeted beneficiaries will receive the technical training that ensures their ability to apply acquired skills and techniques while processing on their own. The trainer will also be required to answer technical questions in a manner that is interesting and easily understood by the attendees while attending the training.

**Activity 4: Conduct coaching visits to beneficiaries in their sites**

The Trainer in this phase is expected to conduct two (2)coaching visits in one month period after the delivery of the training with Cordaid’s staff to the beneficiaries working place to assess their processing skills and provide coaching and advise to improve the quality of end product and reduce cost of production in addition to detailed reports of such visits and action points for the staff.

**4.     Deliverables:**

The trainer will deliver the following:

* The Session plans and content of technical trainings
* Pre and post tests to measure knowledge Acquisition
* Detailed agenda of training days
* List of tools and equipment required for processing
* Coaching visits reports detailing the trainer’s advices and action points for the staff to follow on.
* A women friendly manual covering a detailed but précised processing flow with key information and illustrations.

**5.     Schedule**

The proposed assignment will be delivered within period of 10 days, (3 days preparation of training manuals and training kits & tools, 6 days training sessions including practical and one day reporting). The overall activity including initial preparation is expected to start by **7th of December 2015 and continues until 17th December, 2015**. Further schedule will be jointly agreed with Cordaid’s project team.

**6.     Reporting**

The trainer will directly report to DRR/Food security Project Manager who will supervise the assignment however he/she will liaise with DRR/Food security project officer in the field. The trainer will be required to submit report for the overall service.

**7.     Qualifications**

The successful candidate will have the following qualifications:

* The selected candidate should have advanced experience in food processing, quality control, food hygiene with a minimum of 5 years of relevant experience.
* Strong experience in delivering trainings to moderately educated women
* Knowledge and experience in working with NGO’s for at least 2 years.
* Experience in developing facilitating, designing and setting up training programs.
* Demonstrated professional leadership.
* Capacity to think creatively in dealing with adult women.
* Strong written and oral communication skills, demonstrated ability of making effective presentations to diverse trainees.  Fluency in both English and Arabic.
* Interpersonal skills

**8.     Expression of interest**

Interested candidates are requested to send their CV and cover letter describing their competencies for undertakes the training along with a concept note indicating breakdown of the work and expected consultancy cost to [applications.southsudan@cordaid.net](mailto:applications.southsudan@cordaid.net) Closing date for submitting concept note should not be later than **5th December, 2015**