

Term of Reference for the Capacity Building Trainer

Position Title	Capacity Building Trainer
Assignment Objective	<ul style="list-style-type: none"> • Two capacity building workshops will be designed to enhance the capacity of Access to Justice network members. • Three capacity building trainings will be conducted for the TDR actors in the Herat Province. • One training on advocacy in the conflict affected settings for the project team.
Location:	Herat, Afghanistan

AWEC Background

Afghan Women's Educational Center (AWEC) is a nonprofit, nonpolitical, nonsectarian, women-led organization established in 1991 by a group of educated Afghan women who rallied to address the lack of education opportunities for Afghan refugees in Pakistan.

AWEC demonstrated its commitment to capacity building, peace, protection, and women empowerment to attain human rights and gender equality, supporting vulnerable women, children, and communities to improve their living conditions and access to sustainable livelihood, health, and education. AWEC advocates, lobbies, and supports Women's Rights.

Purpose of the Training

The main purpose of the trainings is the capacity building to Access to Justice Network, Traditional Dispute Resolution Actors and project team.

Capacity Building

1. The Trainer will support AWEC's Just Future Project team in developing the Manuals for the capacity building trainings.
2. The Trainer will support AWEC by preparing a presentation for the capacity building trainings.
3. The Trainer will support AWEC with the translation, subjects of training manual, capacity-building action plan and in the training reporting.

Timeline:

The timeline is tentative. Most activities and dates will change based on the deliverables and donor requirements.

Roles And Responsibilities:

1. The trainer will be responsible for developing and finalizing manuals, presentation, training action plan, training report and their translation.
2. The Trainer will provide workshop and capacity-building training to Access to Justice Network, Traditional Dispute Resolution Actors and project team, which are involved in the implementing of the Just Future project.
3. Design and deliver training sessions on various topics as per the project requirement. Such as communication, conflict resolution and etc.
4. Develop training materials, including presentations, handouts, and exercises.
5. Evaluate the effectiveness of the training program and make recommendations for improvements.
6. Provide coaching and feedback to Access to Justice Network, Traditional Dispute Resolution Actors and project team to reinforce learning and improve performance.
7. Collaborate with other trainers and stakeholders to ensure consistency in training approach and content.
8. Maintain accurate records of training activities and participant feedback.

Duration And Timeframe:

The timeframe for training assignments will start from 1st Jul, 2023 and end on 31st Dec, 2023. Maximum, up to six capacity building trainings will be covered in the mentioned timeframe.

Ethical Considerations:

As a trainer, it is important to consider ethical considerations in your work. Here are some ethical considerations that should be taken into account:

- **Respect for participants:** As a trainer, it is important to respect the participants and their individual differences. This includes ensuring that all participants are treated fairly and equitably, regardless of their race, gender, ethnicity, religion, or sexual orientation.
- **Confidentiality:** It is important to ensure that all participant information is kept confidential. This includes any personal information that may be shared during training sessions or assessments.

- **Informed consent:** Participants should be given all the necessary information about the training program, including any potential risks or benefits. Participants should also have the right to refuse to participate in any aspect of the training program.
- **Conflict of interest:** Trainers should avoid any conflicts of interest that may arise during the training program. This includes avoiding any financial or personal gain that may influence the training program.
- **Professionalism:** Trainers should maintain a high level of professionalism in all aspects of their work. This includes being punctual, prepared, and respectful of all participants.
- **Continuous improvement:** Trainer should continuously evaluate and improve their training programs to ensure that they are effective and relevant to the needs of the participants.

By keeping these ethical considerations in mind, trainer can ensure that he/she provides a safe and respectful learning environment for all participants.

Required Qualifications, Experience & Skills:

Qualifications:

- A Master's or PhD's degree in a relevant field such as education, organizational development, or social sciences.
- A certification in training and development or a related field is also desirable.

Experience:

- At least 3-5 years of experience in training and development, preferably in a capacity building context.
- Experience in designing and delivering training programs for diverse audiences.
- Experience in working with international organizations or NGOs is an added advantage.

Skills:

- Excellent communication and interpersonal skills.
- Strong facilitation and presentation skills.
- Ability to design and develop training materials and modules.
- Understanding of adult learning principles and methodologies.
- Ability to work independently and as part of a team.
- Strong organizational and project management skills.
- Fluency in Dari language. Understanding Pashto and English is an advantage.
- Well understanding of the current context and its sensitivities.

Application procedure:

Applicants have to provide a technical and financial proposal.

The technical proposal shall consist of:

- Cover letter explaining why they are the most suitable for the work.
- Latest personal CV, including past experience in similar projects and at least three references
- A proposal: shall describe the methodology and the approach how to fulfill the required deliverables as well as outline the major components of its implementation

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Payment:

- The total budget for the Trainer position is fixed, which is payable per training session.
- Payment will be made to the Trainer after all deliverables are complete and approved by AWEC.

How to Apply

Interested candidates should submit their CVs to recruitment@awec.info by 12nd September, 2023. Only short-listed candidates will be contacted for interview.