



Accelerating peace by disrupting the cycle of violence

Terms of Reference (ToR)

Consultancy role	Training Manual Development Consultant
Location	Kabul with travel to provinces if required
Reporting to	Under the day-to-day supervision of the Program Manager and the overall responsibility and management of the Deputy Country Director Afghanistan
Key relationships	Country Program and PQAL teams, HQ technical team
Background	War Child Canada is a registered Canadian charity that works with war-affected communities to help children reclaim their childhood through access to education, opportunity, and justice. War Child Canada has over 15 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local civil society organizations and other stakeholders using a child-centered approach to development. War Child Canada is currently operational in Afghanistan, Democratic Republic of Congo, Sudan, South Sudan, Uganda, and Yemen
Context	War Child Canada’s Afghanistan program advances social impact in the lives of vulnerable children, women and their families through education, economic empowerment, psychosocial support and child protection programs. The programs are being implemented through local partner organizations in eight provinces Kabul, Kandahar, Nangarhar, Balkh, Kunduz, Takhar, Logar and Badakhshan
Summary	The Consultant will be expected to develop standard capacity building and training including training material, tools, formats, and templates on AAP, PSEA, Gender mainstreaming and Disability Inclusion – in consultation with key experts within UNFPA and at Working Group level i.e., Disability Inclusion, PSEA Working group, AAP working group, GBV sub-cluster and others.
Key Responsibilities and Deliverables	<p>→ Key Responsibilities</p> <ul style="list-style-type: none"> • Review and refine the existing training documents and manuals on AAP, PSEA, gender mainstreaming, Disability inclusion. • Conduct meeting with relevant stakeholders including WCC senior management, clusters, working groups, UNFPA, and its partner to review and analyze the existing manual, documents and modalities • Develop training manuals, training materials, tools, formats, templates etc on the above-mentioned topics/ issues • Provide guidance and support to the project team in development of Terms of References, Guidelines, and Standard Operating Procedures (SOP) for working with affected people including review of SOPs. • Coordinate with other Program Managers and relevant teams on Gender and PSEA issues to ensure that all project’s activities are implemented in line with Safeguarding Children and Young People and met the minimum

	<p>standard of gender transformative programming and influencing approaches of War Child Canada.</p> <ul style="list-style-type: none"> • Provide inputs in quality donor reporting including data and information required by the donor and WCC management on ad hoc basis. • Other tasks as assigned by the Project Manager and WCC Management <p>→ Key Deliverables:</p> <ul style="list-style-type: none"> • Submit a draft training manual including tools (pre and post-test, PPTs, etc) and present it to the WCC and UNFPA for review and feedback. • Finalize training manual and tools after the feedback from WCC and UNFPA • Submit a draft ToT plan for staff capacity building for review and finalization. • Conduct TOT training on training manual developed to WCC and UNFPA IPs if needed. • Submit final report
Qualification:	<p>Academic Background and Knowledge/ Experience</p> <ul style="list-style-type: none"> • <u>Master’s Degree</u> preferably in relevant disciplines (e.g., development, humanitarian studies, gender studies, international relations, , research methods, social sciences) with <u>four</u> years of experience in design and development of training manual, curriculum, material and as master trainer, • <u>Bachelor’s degree</u> in relevant field (described above) with <u>six</u> years of experience in design and development of training manuals, curriculum, material and as master trainer. • Familiarity with the humanitarian system and global humanitarian policy frameworks, in particular the IASC Commitment on AAP, and related policies • Experience in management and facilitation of Training of Trainers
Skills	<ul style="list-style-type: none"> • Ability to lead strategic planning, results-based management, and reporting. • Excellent communication skills both in writing and oral including presentation, networking, and interpersonal skills: English, Pashto, Dari • Excellent computer, MS office skills • Flexibility and ability to work under pressure and meet deadlines. • Good reporting writing skills including • Data management skills and familiar with applications e.g., Kobo and other related programs
Application Process	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of ‘Technical Specialist/Consultant - Information Hub’</p> <p>Only those applicants selected for an interview will be notified. No phone calls please. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada’s Child Safeguarding Policy, including appropriate reference and security checks.</p>

	For more information about War Child Canada, please visit www.warchild.ca
Salary and benefits	\$7,000 – \$10,000 for the entire assignment and completion of expected deliverables