**Terms of Reference**

**Position Title: Protection trainer - Consultant**

**Place of Work:** Slovyansk, Ukraine, in Donetsk region

**Reports to:** Emergency Programme Manager - Ukraine

**Objective/purpose of the consultancy/services:**

To strengthen the capacities of HelpAge staff that is operating in Ukraine on protection, psychosocial first aid, psychosocial activities by means of developing, delivering and facilitating a five day national Training.

**Background**

After anti-government protests had begun in Kiev in 2013 resulted in a change of Government in Ukraine and following the Russian annexation of Crimea in April 2014, tension are erupted between pro-Russian and pro-Ukrainian groups in the eastern Ukrainian oblast of Donetsk and Luhansk.

Over 1 million people have displaced to government controlled areas (GCA) but a significant number has been unable or unwilling to leave the conflict areas/non-government controlled areas (NGCA).

The conditions of the two groups, IDPs and the people in the NGCAs, are extremely difficult. The significant psychological distress due to the violence witnessed is compounded with difficult living conditions. Among the main issues faced daily by the population we have increase in food and essential commodities prices, lack of drugs, separation from family members, insecurity, lack of any financial support.

HelpAge is present in Ukraine since the beginning of the crisis with a basic protection intervention aiming at alleviating the sufferance of OP and their families. Given the increased in the needs and the significantly concerns related to protection of people in the Eastern part of the country, HelpAge has expanded its intervention in order to reach more organically and provide better protection support to the most vulnerable people in Donetsk and Luhansk oblasts.

**Scope of work and key tasks**

We are looking for a highly experienced/professional trainer for the following major tasks:

1. Develop interactive and detailed training session and all accompanying background material for the delivery of training workshops on a) humanitarian principles; b) basic protection intervention in humanitarian contexts and effective protection mechanisms; c) psychological first aid.

2. The training workshop shall include components on the detrimental effects of violence and abuse on all segment of the population and specifically on older people, people with disabilities and children, short and long term consequences (mental and psychological health, physical health, educational achievements, productivity), provision of support to victims, which is age and gender sensitive, family/parenting consultations and social work including family mediation, older people and child-sensitive interviewing, communication skills, inter-sectoral collaboration and coordination of various sectors in providing response and ensuring effective prevention/support.

3. Deliver five-day training for selected staff on humanitarian principles, protection of older people and vulnerable groups (people with disabilities, children and women) and psychological first aid.

4. Develop a detailed evaluation of the modules/workshop(s) by the participants.

5. Develop training workshop report with recommendations for further learning activities.

6. Given the specific focus of the organization on needs of old people, all the sessions should be age and gender sensitive.

**Possible format and sequence of the training**

Below is a suggested format and sequence of the training. The applicants are to submit a detailed agenda for the training with explanation and justification of the various topics included. The international trainer is expected to be focusing mostly on the following topics:

Humanitarian essential elements

a. Humanitarian context

b. Concept of humanitarian principles

c. International humanitarian system

d. Accountability

Protection of people

a. Definition of protection

b. Protection issues (gender and age sensitive)

c. Mainstreaming protection

d. Specific protection for older people

Psychological first aid

a. Understanding PFA

b. How to help responsibly

c. Providing PFA

d. Caring for yourself and your colleagues

After the training participants are expected to acquire the following skills:

* Know what does it means protection of people in emergency context
* Know basic humanitarian principles and how to practice them
* Know how to identify vulnerabilities based on the vulnerability framework developed by HelpAge;
* Know how to provide psychological first aid;
* Know how to build communication with older people and people who experienced trauma.

**Qualification/level requirements**

Applicants with the following experience are welcome to apply:

• Advanced University Degree in Psychology, Social Work, Public Health and other related field.

• At least 5 years of professional experience on issues of protection, violence and emergencies (provision of services for victims of abuse, case management, or referral).

• At least 3 years of documented experience in developing, facilitating/delivering interactive/participatory training sessions in the area of abuse, violence, including sexual violence, psychosocial and legal counseling, etc. Documented experience in conducting TOT.

• Excellent skills in presenting complex technical information in an easily comprehensible way.

• Adaptability and flexibility in working within complex and dynamic environment.

Experience working in age related issues desirable

• Ability to deliver high quality products in a timely manner.

• Fluency in English and/or Ukrainian and/or Russian is an asset

**Proposed period and duration of consultancy:**

The duration of the consultancy is 10 working days.

-Three days for preparation and development of training agenda, modules and handouts (see below deliverables for Phase I) – work from home;

-Two days for consultations; finalization of the training materials, agenda, detailed modules and handouts and preparation of final report(see below deliverables for Phase I and II) – work from duty station;

-Five days of actual delivery of the training (see below deliverables for Phase II);

**Duty station and official travel involved:**

The training will be held in Slovyansk, Ukraine, in Donetsk region. HelpAge country team will provide all information related to safety and security of the country.

The consultant will act according to the global security policy of HelpAge and is requested to follow all security indications provided by the country representative.

**Duration:** 10 working days

**Deliverables**

The consultants shall deliver the following:

First set of deliverables to be submitted two weeks prior to commencement of the workshop (Phase 1):

• Overall training plan & justification of the methodology & duration (& inter-disciplinary approach)

• Detailed Agenda for the 5-day training;

• Training modules and handout materials for participants;

• Power point presentations, flipcharts, videos, forms, exercises, etc. for training sessions;

• Background reading material for the participants.

• Developed evaluation-templates (questions) for gathering feedback from participants regarding the training modules/workshop.

Following the review of the first set of deliverables by the PM and based on the satisfactory delivery, the consultants will provide a second set of deliverables (Phase 2):

• Facilitation and delivery of the training sessions;

• Training workshop report with recommendations.

All documents should be provided in electronic copies.

**Performance indicators:**

Consultant’s performance will be evaluated against the following criteria: timeliness of the deliverables, clarity of presentations, responsibility, initiative, communication, and quality of the products delivered.

**Estimated cost**

The consultants will be selected based on the “best value for money” approach. She/he will be paid upon successful completion of assignments/submission of the deliverables through bank transfer.

**How to apply**

All interested applicants must submit an up-to-date CV/s of consultant/s, a proposed methodology including detail work plan mentioning deliverables, example of a previous training report or similar piece of work, two references, daily rate and expected budget to: [hai-hr2@helpage.org](mailto:hai-hr2@helpage.org) by: 23 April 2015.

HelpAge provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, religion, sex, nationality, age, disability, political affiliation, marital status, or sexual orientation.