TERMS OF REFERENCE
Consultant to develop capacity building training program

Position title: Consultant
Expected period of commitment: 40 days
Application deadline: Saturday, 19 December 2015
Location: Malé, Maldives

Transparency Maldives is seeking individuals/parties to develop a 3-day training program for civil society organisations.

1. Organisational background
Transparency Maldives (TM) is a non-partisan organization that endeavours to be a constructive force in society by promoting collaboration and discussion on corruption, transparency, and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, political and civil society, among others) to raise awareness of corruption’s detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people. Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International in the Maldives.

2. Purpose of the assignment
TM will be conducting a 3-day capacity building training program for civil society organisations (CSOs) from 45 islands. The main objective of the training program is to increase the skills and knowledge of CSOs on CSO role in governance and to undertake anti-corruption advocacy. The areas the training program will focus on are: financial management, project development, proposal writing, lobbying and community mobilisation, networking and coalition building, good governance, democracy promotion, anti-corruption, role of CSOs in participatory lawmaking, and laws and regulations related to CSOs.

The purpose of this consultancy is to produce training materials for the training program. This will include developing a facilitator’s guide to deliver the training sessions, developing training materials (handouts, PowerPoint presentations, activities, etc), and conducting a training for master trainers who will deliver the final training program to the beneficiary group.

3. Responsibilities of the Consultant
The Consultant will be expected to:
● Review existing literature and training material within TM and develop a facilitator’s guide and training materials.
● Conduct a Training of Trainers (ToT) for master trainers.
● Gather feedback from master trainers and finalise facilitator’s guide and training materials.

4. Deliverables
● A 5-8 page brief outlining the training areas (in English).
● A facilitator’s guide (in Dhivehi).
● Training materials – handouts, PowerPoint presentations, activities, etc (in Dhivehi).
● Conduct a Training of Trainers (ToT) based on the facilitator’s guide.

5. Duration of the Assignment
The Consultant is expected to start the assignment on 1 January 2016 (negotiable) for a period of 40 days and will be based in Malé, Maldives.

6. Reporting
The Consultant will report to the Project Coordinator of the project.

7. Competencies required
● Bachelor’s degree in social science, international relations or a related field.
● Ability to research, analyse, and synthesise information.
● Ability to present complex technical information in an easily comprehensible way for non-specialist audience.
● Experience in developing training programmes for CSOs/CBOs.
● Excellent spoken and written English and Dhivehi.
● Excellent translation skills from Dhivehi to English and vice versa.
● Current knowledge in the latest developments and trends in the civil society sector.
● Good interpersonal skills and ability to set priorities and manage time.
● Ability to facilitate sessions.

How to apply: Qualified candidates are requested to submit an expression of interest along with CV(s), timeframe, samples of relevant previous work, and fees to fazla.abdulsamad@transparencymaldives.org by 19th December 2015.

Short-listed candidates may be contacted to seek additional clarification. If you are short-listed you will be notified by either phone or email.

Queries: For further information/clarification please contact Fazla Abdul-Samad via email at fazla.abdulsamad@transparencymaldives.org or on 330 4017.