

Terms of Reference (ToR)
For Facilitating a 05 days Capacity Building Training
On
“Advocacy and Influencing in Humanitarian Response ’

Background:

Shifting the Power is a consortium project of Action Aid, CAFOD, Christian Aid, Tearfund, Concern and Oxfam that aims to support local actors to take their place alongside international actors in order to create a balanced humanitarian system. The project is a START Network project supported by the United Kingdom’s Department for International Development (DFID) through the visionary Disasters Emergency Preparedness Programme (DEPP). In Bangladesh, Christian Aid is leading this project and working with 11 national NGOs namely, Amra Kaj Kory (AKK), Association for Voluntary Actions for Society (AVAS), BNM (Bangladesh Nazarene Mission), Caritas, CCDB (Christian Commission for Development in Bangladesh), Dhaka Ahsania Mission (DAM), DSK (Dushtha Shasthya Kendra), GUK (Gana Unnayan Kendra), Sajida Foundation, Shushilan, UDPS (Uttara Development Program Society)

The aim of Shifting the Power is to support local actors to take their place alongside international actors. It will strengthen local and national organisational capacity for decision making and leadership in humanitarian response, support local organisations to have greater representation, voice and recognition in relevant networks and platforms, and at the same time influence international organisations to promote the role of local and national actors. Strong advocacy and influencing mechanism can increase the coordination and collaboration between local, national and international actors as well as sharing the power in terms of decision making in an emergency.

This scope of work is to increase the capacity of Senior and Mid-level partner staff of shifting the Power who are involve in the District and National level advocacy. With that a strong advocacy procedure can produce a platform of different stakeholders to involve in common practice and management in emergency response.

Objective:

To conduct a 05 days training session on **“Advocacy and Influencing in Humanitarian Response”** for strengthen the capacity of local partner staff of STP for effective and fluent advocacy with district and national level govt. and other stakeholders in the issue of humanitarian response. This training has aim to support STP partners to establish a collaboration mechanism with govt. and other relevant stakeholders. AVAS as partner of Shifting the Power will organise this training by hiring facilitator /trainers for the proposed issue.

Participants:

Approximately twenty seven (27) people will participate in the training i.e. 20 staff from NGOs, 07 staff from Shifting the Power, Technical working group, consortium NGO and Consultant.

Scope of the Training

After getting the training staff will more capable to set clear objectives, identifying target audiences, defining what need to ensure from different stakeholders and what needs to be done later to sustainable the advocacy actions. Disaster emergency response and DRR is important not only in the community context but also in a district, or even a region, country or global level.

It is being anticipated that after receiving the training the participant will be able to:

- Identify relevant stakeholders to initiate advocacy and influencing activities

- Assess their own organizational capacity to do advocacy with related stakeholders in district and national level
- Identify and determine the advocacy needs, relevant sector/components for humanitarian advocacy to ensure quick and effective humanitarian response.
- Strengthen local and national level collaboration with humanitarian actors or authorities
- Align organizational advocacy activities with organizational CSP and prepare action points under these planned activities

Methodology:

- A consultant individual/ organization will be hired to facilitate the training session using flexible, easy accessible and understandable training methodologies.
- Consultant will facilitate training with participatory manner based in specific knowledge based learning session on advocacy and influencing in humanitarian context.
- The consultant/facilitator has to outline the session plan including required resource materials/ session notes to be used in the sessions and has to make these materials available for the participants.
- The facilitation process and methods must be multidimensional.
- Consultant/facilitators will develop the easy understanding training module and will facilitate the training considering humanitarian context.

Venue and place: The training will held in Kuakata and venue – tbc

Date and time frame:

Major activity	Time frame	Remarks
Hiring resources person	25 September 2016	
Module Development and Session Planning	Within 28 September 2016	Training module must be developed before training
Resource Packs/Notes Development	29-30 September 2016	
Training Facilitation	2-6 October 2016	
Training Report from Resource person	10 October 2016	All deliverables with report

Deliverables: The trainer should deliver -

- One Training Module
- A complete session plan for five days agreed by AVAS and Shifting the Power team
- Required and supportive session notes /resource materials for participants in line with the session plan/topics
- Trainer/facilitator to keep records / notes of all the decisions/ recommendations is made during the sessions i.e. minutes keeping.
- Training Report within 5 (five) days after the training for final payment

Responsibility

- AVAS will organized the training with support from STP team

- AVAS or TWG member or other partner of STP will manage the procedure of resource person hiring with support from STP team
- Training Facilitator(s) to produce session plan, training module, session minutes, session hand notes and other training document with final training report.
- The Facilitator will be reportable to Capacity Building Focal of Shifting the Power

Facilitator Requirements:

Facilitator need to have the following competencies,

- Prior experience conducting similar trainings (advocacy & influencing in humanitarian context considering context of Bangladesh or beyond
- Excellent facilitation capacity/skill both in English or Bangla
- Specific training module development capacity on the proposed issue
- Understanding on humanitarian sector/architecture of Bangladesh – who is doing what and context of Bangladesh and global
- Demonstrate capacity to produce high quality reports from previous undertakings in terms of English language proficiency, report content and report structure
- A valid and practical action plan developed capacity from this training related to project goal
- The ability to meet deadlines.

Application Procedures

Interested Individual/organization are requested to submit a technical & a financial proposal (separately) as soft copy (PDF Version) addressing **S.M. Sirajul Islam**, Program Coordinator, Association of Voluntary Actions for Society (AVAS), AVAS Bhaban, Amirkutir Lane, Alekanda, Barisal -8200 at avas.siraj@gmail.com (with a CC to rmonir@christian-aid.org) by **18 September 2016**, before **17:00 hours** of Bangladesh time.