

## **Terms of Reference (TOR) for a Vocational Training Trainer**

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**Job Title:** Vocational Training Trainer

**Duration of Contract:** expecting 2 to 4 batches of training sessions for male trainees

**Location:** Erbil Governorate - Darashakran, Kawargosk, Gawilan Camp

**Training Subject:** AC maintenance

### **Project Background:**

This vocational training program aims to support the livelihoods of displaced individuals, particularly youth and women, by offering market-relevant skills training that will enable them to improve their economic situation in the future and gain financial independence.

### **The objective of the Position:**

The Vocational Training Trainer will deliver high-quality vocational skills training to vulnerable communities, including youth, women, and persons with disabilities, to enhance their employability and self-reliance. The trainer will ensure the training is culturally relevant, inclusive, and aligned with local market demands.

### **Scope of Work**

#### **1. Training Delivery:**

- Conduct vocational training sessions in specific skills mentioned in the above Training Subject for trainees selected by Peace Winds, per the project's needs and objectives.  
\*As standard, for intermediate training: 10 trainees x 3 hours/day x 14 days per batch
- Deliver high-quality training sessions in both theoretical and practical aspects of the skills for training mentioned above according to the approved training curricula and plan by Peace Winds, ensuring a hands-on learning experience.
- Adapt training methods to suit the participants' diverse backgrounds and learning abilities, particularly youth and women.
- Foster a supportive, engaging, and interactive training environment that encourages creativity, self-expression, and skill development.

#### **2. Curriculum Development and Adaptation:**

- Develop training curricula, plans, and materials to ensure they are responsive to the local job market and the community's needs. The training curricula, plan, and materials or those amendments shall be approved by Peace Winds before implementation.
- Assist Peace Winds in developing a list of items for Tool Kits which will be provided to the trainees after completion of the training.
- Ensure training materials and methods are culturally appropriate and gender-sensitive, supporting the inclusion of all community members.

#### **3. Monitoring and Evaluation:**

- Track and evaluate the progress of trainees throughout the training program, providing feedback and support as needed.
- Regularly assess the learning outcomes through practical tests, assignments, and observations to ensure skill acquisition.

**4. Support and Mentorship:**

- Provide continuous support and mentoring to trainees, including guidance on how to apply the skills learned in real-life situations.
- Address challenges or issues that trainees may face, particularly about learning difficulties, gender-based concerns, or other barriers.
- Certify the skills of the trainees who complete the training.

**5. Safety and Compliance:**

- Ensure that all training activities follow the safety standards and guidelines set by the organization and relevant local authorities.
- Promote a safe and inclusive training environment where all participants are treated with respect and dignity, free from discrimination and harassment.
- Avoid any confusion with any trainees, if it happens should immediately inform Peace Winds.

**6. Collaboration:**

- Cooperate and coordinate closely with Peace Winds staff, to ensure the training program aligns with community needs and labor market demands.

**7. Reporting:**

- Prepare and submit completion report per trainee group (batch) immediately after completion of training, including but not limited to pre-post evaluation of trainees' skills and knowledge, trainee performance, attendance, achievement, challenges, and recommendation to Peace Winds.

**Required Qualifications and Experience:**

**1. Experience:**

- Having not less than 3 years (accumulated) of actual work experience in skills for training in the above training topics and not less than 3 years (accumulated) of experience as a vocational trainer in the relevant skills (Please specify the above experience clearly in your CV and a list of training mentioned in the below).  
(Preferable)
- Experience in a humanitarian or development context, particularly working with displaced or vulnerable populations is preferable.

**2. Skills:**

- Expert & knowledge of labor markets associated with house/building construction activities in the Kurdistan Region of Iraq (KRI) and other regions of Iraq
- Expert & knowledge of environment-friendly construction tools, and techniques.
- Strong knowledge of vocational training methodologies and adult learning techniques (Certification or training in adult education, vocational training, or a related field is desirable).
- Ability to demonstrate and guide trainees.
- Excellent communication and interpersonal skills, with the ability to work with diverse populations, including vulnerable groups.
- Ability to monitor and evaluate training effectiveness and adjust as needed.
- Proficiency in speaking, reading and writing in both Kurdish (local dialect) and Arabic is required, in addition to the basic English language necessary for reporting.

### 3. **Personal Attributes:**

- Flexible, adaptable, innovative, and able to work in a challenging and fast-changing environment.
- A commitment to inclusivity and respect for diversity, particularly gender and disability inclusion.
- A proactive and self-motivated approach to work.
- Strong problem-solving skills.

### **Other Terms**

- The trainer should abide by all the rules, other, instructions, and decisions issued from the local or legal authorities.
- Peace Winds shall NOT provide any depreciation on loss/damage of anything/anyone caused in the course of work of the trainer.
- Peace Winds shall NOT bear responsibility for any legal obligations related to any accidents and security/safety incident that happened in the course of implementing the training by the trainer, to any staff employed by the trainer and third parties.
- (For the trainer from outside of the above-mentioned camps) Peace Winds can provide support and facilitate the camps for his/her access.

### **Application and Required Documents**

Please fill out an **Online Application Form** and submit the following documents through the Form.

- CV
- Certificate of related expertise or certificate as trainer (if available)
- List of training you delivered with summary (training subjects, total number of trainees, training period, locations, etc.)
- The curriculum of similar training you delivered with a detailed explanation of training contents (**sample** is attached).
- Financial offer (**format** is attached)
- List of training materials and required tools for one batch of training course for 10 trainees/14 days (\*Please do not include the cost for the training materials and required tools in the financial offer).
- Training work plan  
\*Please specify how many days for theoretical training and how many days for practical training

The deadline for applications is [15 January 2025, at 16:00 pm].