

SCOPE of Work for Lead Trainer

WORKSHOP CURRICULUM:

Session 1: Assessment and Presentation of Stepping Stone Program

Key Content:

- Overview of Stepping Stone
- Group presentations
- Assessment activity

Session 2: Program Design

Key Content:

- Identifying problems and solutions
- How to effectively workplan
- Basic M&E

Session 3: Mobilizing Community Resources

Key Content:

- Needs assessment
- Mobilizing and maximizing resources
- Community awareness building

Session 4: Managing Staff and Volunteers

Key Content:

- Who do we need?
- How do we get and keep volunteers?
- How do we graduate volunteers?

Session 5: Budgeting & Financial Management

Key Content:

- Basic budget skills
- Best practices for procurement

Session 6: Proposal Writing

Key Content:

- What is a proposal?
- Expectations of funders/donors

- Different channels of request
- Proposal writing process

Session 7: Organizational Identity, Culture & Strategic Planning

Key Content:

- What culture and values should our organization exhibit and support?
- What is our primary purpose?
- What strategies should be implemented to ensure long-term sustainability?

Session 8: Financial Viability

Key Content:

- Current financial standing
- Diversifying resource base
- Identifying income generating opportunities

Session 9: Program Management

Key content:

- Implementation
- M&E
- GESI implementation
- Use of technology

Session 10: Program Graduation

Key Content:

- Exit assessment
- Snapshot of improvements
- Evaluation of the program
- Presentation of certificates

SCOPE OF WORK-LEAD TRAINER

Lead Trainers, under the close supervision of LPD/Rise staff, will spearhead the delivery of all organizational strengthening interventions throughout the duration of Stepping Stones to success. This position requires significant travel within the specified region and may include site visits to Stepping Stone to success participants. The trainer will be expected to become well-versed in Rise/LPD's philosophy of training, which emphasizes a participant-driven, hands-on, engaging, and practical approach. In particular, the Lead Trainer will work with LPD Training Specialist, other LPD and Rise staff as needed, and other consultants who may be contracted, to:

- Attend and participate in FHI 360-led training on experiential and adult learning techniques.
- Assist with the design of the Stepping Stone to Success organizational strengthening curriculum, including the creation of content and utilization of specific techniques to foster learning and development.

o A curriculum outline has already been developed, (see workshop curriculum above), and the Lead Trainer will be asked to fully develop relevant content designed to achieve the educational goals of the curriculum

- Implement Stepping Stone to Success workshops in the assigned region

o Consultant will take the lead, with supervision by LPD Training Specialist, to organize and facilitate all aspects of the workshop inclusive of ensuring that all necessary materials are procured

o Where appropriate and with prior consultation with LPD, Lead Trainer may opt to partner with a selected consultant to deliver a specific module

o Stepping Stone to Success has already been launched in Central Jamaica. The trainer selected for that region will facilitate the number of workshops remaining after his/her date of hire

- Familiarize him/herself with all Stepping Stone to Success participants, partner as needed with LPD staff to conduct relevant assessments of participant organizations, and use findings to tailor workshop content to meet the specific needs of the participants

- Support, with oversight by LPD Training Specialist, the peer learning and mentorship components of Stepping Stone to Success, including evaluating assignments and ensuring organizations are actively engaged in the mentorship and peer learning components of the program

- Foster an atmosphere of mutual respect, collegiality, and partnership between and amongst Stepping Stone to Success participants

- Please note: estimated Level of Effort for the position is 5 days per month

COMPETENCIES

- At least seven years' experience working with grassroots and CBOs. Preference will be given to those applicants with experience working with CBOs and/or grassroots organizations operating in the region to which they apply
- In-depth experience with delivering organizational strengthening interventions to groups with varying levels of capacity
- Expertise in offering large-scale trainings and workshops, as well as with the facilitation of medium and small-group discussions
- Experience working with diverse types of civil sector organizations and comfort working with diverse colleagues
- Ability to integrate new knowledge and translate into practice

APPLICATION PROCESS

Applicants should submit the following information by email to dalepmck@hotmail.com with the subject line: Lead Trainer-Stepping Stone to Success, on or before March 8, 2019:

1. A brief description of your interest in and suitability for the position of Lead Trainer, outlining relevant experience and expertise.
2. Your complete resume/CV

We will acknowledge all applications but will contact only short-listed candidates.

Candidates must reside and be authorized to work in Jamaica.

ABOUT FHI 360

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication and social marketing — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries and all U.S. states and territories.

LOCAL PARTNER DEVELOPMENT

LPD is implemented by FHI 360 with the support of the United States Agency for International Development (USAID). The primary objective of Local Partner Development (LPD) is to build the capacity of Jamaican non-governmental organizations (NGOs), social enterprises (SEs), community-based organizations (CBOs), other CSOs, and government entities that partner with USAID in Jamaica. LPD is a 5-year activity, implemented by FHI 360 and fully funded by USAID under the Caribbean Basin Security Initiative (CBSI). In alignment with the CBSI's objectives, LPD's intent is for the Jamaican organizations it supports to become more effective and sustainable actors, with the goal of improving Jamaican citizen security and social cohesion.

LPD has four main components:

- Component 1: Strengthen the Capacity of Targeted Local Entities
- Component 2: Support Social Enterprises through a Business Incubator Model
- Component 3: Improve the Enabling Environment for Civil Society Organizations and Social Enterprises
- Component 4: Intentional Collaboration Among Civil Society, Government, and the Private Sector

FHI 360 is an equal employment and affirmative action employer whereby we do not engage in

practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.