

TERMS OF REFERENCE FOR A CONSULTANCY

Terre des Hommes International Federation is looking for a consultant to develop and deliver an Advocacy Training Programme for its member organisations

Deadline for applications: 26 February 2021

Role:	TDH Advocacy Training Programme Consultant (short-term consultancy)
Duration:	25.5 days (dates to be agreed) between March and July 2021
Location:	Flexible, home-working
Relationships:	Reporting to: Secretary General ad Interim and EU Advocacy Officer Other key or occasional relationships: International Secretariat, Project Coordination Group, Member Organisations, other NGOs, researchers, academia.

About Terre des Hommes

Terre des Hommes International Federation (TDHIF) is a network of 9 member organisations working for the rights of children and to promote equitable development without racial, religious, political, cultural or gender-based discrimination. Member organisations of Terre des Hommes jointly work in 71 countries worldwide. More information on our work is available [here](#).

About the Advocacy Training Programme

The 9 member organisations of TDHIF collaborate closely in a number of thematic areas and approaches, including on advocacy work at regional and global levels. The overall goal of the training is to strengthen the organisation's advocacy work and have a stronger voice for change in favour of children's rights. The training will aim to:

- Strengthen knowledge of
 - o advocacy strategies, tools & tactics
 - o the functioning of international and regional institutions
 - o specific collective areas of interest in the field of which common advocacy could be developed
- provide a shared language, set of tools and tactics to be used collectively in advocacy efforts

The advocacy training programme will be offered in English to TDH member staff (working on advocacy, programmes, and communications), partners and volunteers.

About the consultancy

The consultant will support Terre des Hommes International Federation (TDHIF) in the design, development, delivery, and evaluation of an internal Advocacy Training Programme for its member organisations.

The consultant will have 25.5 days for the development of the overall programme, including approximately:

- 4 days for the induction, preparation and set up of the training programme

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- 2 days per online session, researching and inviting speakers, putting together programme and training material, disseminating information, and presenting sessions
- 2 days for meeting and evaluation
- 1.5 day for closing and recommendations

The main areas of responsibility for the consultant are as follows:

I. DESIGNING THE TDH ADVOCACY TRAINING PROGRAMME (CURRICULUM, METHODOLOGY, CONTENT AND SCHEDULE):

Guided by the project coordination group:

- Developing the virtual training methodology and finalising the training programme
- Developing and agreeing a schedule for the rollout of the training programme
- Developing an overview document of the programme to be shared with the participants
- Leading on the design of each session in the curriculum

II. MANAGING THE IMPLEMENTATION OF THE TRAINING PROGRAMME:

- Selection of speakers in collaboration with the project coordination group; invitation & briefing of internal and external speakers and trainers
- Preparation of session outline document/any other materials to be shared with participants in advance
- Develop monitoring and evaluation questions to be embedded in the training sessions.
- Developing/collecting presentations and any other materials such as case studies for the training sessions
- Deliver the training sessions with experts
- Review participant feedback through session evaluations and take into account as relevant for subsequent sessions

II. FINAL EVALUATION AND REPORTING:

- Organising one virtual meeting, aimed at evaluating the training programme

Drafting of an overall evaluation report with recommendations including on advocacy collaboration within TDHIF.

Person Specification

We are looking for an advocacy professional and excellent facilitator and trainer in advocacy.

Essential skills and experience

- Experienced trainer and facilitator with demonstrable experience of developing and delivering similar campaign or advocacy trainings
- Experience in and knowledge of delivering participatory trainings in a virtual setting
- Minimum 5 years relevant work experience in advocacy – at local, national, regional and global level, including EU and UN advocacy – for the protection of human rights
- Knowledge of child rights
- Strong knowledge of and experience in advocacy and campaigns strategies, tactics and tools; research on interest groups and lobbying

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- Fluency in written and spoken English
- Excellent verbal communicator and writing skills
- Experience in coordinating and/or facilitating trainings and workshops. Proven and demonstrated knowledge of training methodologies
- Excellent organisational and collaborative skills
- Computer skills, specifically with Microsoft Office Suite (word processing, PowerPoint, Excel), and Zoom.

Desirable skills and experience

- Ability to work in French

Conduct

The candidate will conduct the required duties under the work regulations of TDHIF, the TDHIF Statute, TDHIF Child Protection Policy and in the spirit/vision of the UN Convention on the Rights of the Child. The consultant must commit to Terre des Hommes' child safeguarding policy and this will be part of the contract.

TDHIF expects that the consultant's conduct reflects proper behaviour in accordance with multicultural working contexts. The consultant assures the moral protection of the name of Terre des Hommes (TDH) and defends in all circumstances the interests of the Federation. The consultant will direct the required activities and engagements without preoccupation of political, racial or religious affiliation.

How to apply

- If you believe you qualify for this consultancy, please send a proposal between 1 and 3 pages on the methodology, a cover letter, CV, and the names and contacts of two recent professional referees for whom similar work has been conducted to Letizia Polizzi, EU Advocacy Officer at the International Secretariat at letizia.polizzi@terredeshommes.org by 26 February 2021. Only shortlisted candidates will be contacted.
- The recruitment and selection procedures at TDHIF reflects our commitment to help and protect children. Information on our safeguarding policies and practices is available [here](#). Terre des Hommes is an equal opportunities employer, committed to diversity within the workplace.