



## A Call for Proposals

Independent Consultant / Trainer

### Terms of Reference (ToR)

<b>Type:</b>	Policy Paper Writing
<b>Type of Service:</b>	Conduct Training for a group of female and male youth
<b>Requesting party:</b>	The West Asia and North Africa (WANA) Institute
<b>Project Name:</b>	Towards Social and Economic Inclusion of Young Marginalised Women and People with Disabilities
<b>Training dates:</b>	MAY-AUGUST, 2021 (Irbid)
<b>Deadline to receive applications:</b>	10 February, 2021

#### Project Goal:

The general objective of the project: “Towards Social and Economic Inclusion of Young Marginalized Women and People with Disabilities” implemented by the WANA Institute and IM Swedish Development Partner, is to impart essential research skills and tools to twenty male and female young professionals to enable them to advocate for issues of interest to marginalised women and persons with disabilities. More about the project [Here](#).

#### Methodology and Scope of Work:

The Consultant/ Trainer is required to deliver **eight days** of training in Irbid, spread-out over four months. These workshops will contain building of knowledge and critical skills for 20 male and female trainees (including people with disabilities) from Mafraq and Irbid governorates. The training aims to build their capacity and ability to represent the interest of vulnerable women and PwD in order to provide expert advice to decision makers.

The sessions will include the following themes:

1. What is public policy? What is research?
2. What is participatory action research (PAR)?
3. Methodology for data collection from primary and secondary sources.
4. Qualitative research tools, FGDs, KIIs. observation and case studies.
5. Data analysis and interpretation.
6. Presentation of results and communication of key findings effectively.
7. Evaluate public policies and analyse alternatives.
8. Writing policy papers, briefs or op-eds using easily understood narrative.

Moreover, the trainer will integrate team building; exercises to enhance the communication and interaction between trainees.

### **Deliverables:**

In close cooperation with the WANA Institute, the trainer is expected to:

1. Create the methodology and training/workshop curriculum. The training is to be interactive and engaging, the content and method of delivery to stimulate discussion.
2. Conduct a total of 8 days of training, and continuous contact with trainees to support research and writing process.
3. Prepare training material in Arabic.
4. Prepare agenda in Arabic. Prepare handouts in Arabic.
5. Produce presentation covering the relevant topics in Arabic.
6. Conduct and report on the pre and post training evaluation.
7. Final report covering the conducted trainings.
8. Assist the trainees to draft analytical pieces on the pressing issues identified by the trainees.

### **Duration and Timeframe**

The trainings/workshops shall be conducted between May – August 2021. A brainstorming session with the WANA project team is desirable prior to finalising the training programme and methodology.

### **Competencies, and Experience**

- High academic degree in a relevant discipline such as international relations, public policy, social sciences, or related field.
- Extensive experience in conducting trainings in participatory action research and policy paper writing.
- Extensive experience in qualitative and gender sensitive training and research.
- Excellent communication skills.

### **Interested Consultants are kindly asked to send:**

- A narrative proposal containing the expert's perspective on the TOR, training methodology and summary of content.
- A short description of how the expert's skills, qualifications are relevant to the assignment.
- A Curriculum Vitae.
- A financial proposal setting out the daily professional fee.
- The names of two referees (including phone and email).

### **Deadline and Submission**

Please send an e-mail with the subject header "Policy Training Expert" to: [info@wana.jo](mailto:info@wana.jo) no later than 5 February, 2021.