

Terms of Reference (ToR)

Co-Trainer for Teacher Training in Civic Education in October 2024

Duty station: Erbil, Sulimanyah

Type of contract: Fixed-Term Contract

Closing date: 8 September 2024

Project: Democracy needs civic education – A civic education platform for Iraq

Reference: Co-Trainer for two 2-day workshops in Erbil and Sulimanyah

1. Purpose: Elbarlament is recruiting a co-trainer to conduct two 2-day workshop in the following areas:

- Erbil
- Sulimanyah

2. Background: Elbarlament is a non-profit organisation supporting peacebuilding and democracy with a special focus on empowering women and youth. We follow a unique approach that integrates conflict sensitivity, cultural awareness, and intersectionality. Elbarlament cooperates with parliaments, governments, civil society actors, and international institutions, implementing projects and delivering consulting services in German, English, French, and Arabic. Our international and multilingual team is based in Berlin, Cologne, and Erbil (Iraq). More information about elbarlament is available at www.elbarlament.org.

Elbarlament is currently implementing the project “Democracy Needs Civic Education – a Civic Education Platform for Iraq”. It is funded by the Federal Foreign Office and implemented by elbarlament. The project aims to contribute to a democratic, cohesive, and peaceful Iraqi society through an increased social and political engagement of civil society, especially youth, at the local, regional, and national levels.

3. Scope of the workshop:

- Welcome, overview, connecting personally and professionally
- Activities on different topics with focus on the participants, e.g. “Reflection on meaning of nation-building” & “Teachers as role models for nation-building”
- Activities with focus on how to conduct a one-day-training on value-based nation-building, e.g. “My values vs. your values”, “Tolerance and its limits”, “Five steps of conflict resolution” and “Our ideal school community”
- Knowledge transfer to school context which is relevant to workshop participants: “Competence in focus”, “Connecting to experiences in teaching”, “Mapping goals, a title and roadmap for our school for a one-day-workshop”
- Reflexion, feedback and outlook: perspectives for the future
- Platform promotion

The co-trainer in the teacher training workshop will have the following responsibilities:

- **Assisting in Training Delivery:** Support the lead trainer in delivering the training content, ensuring that key concepts of civic education are effectively communicated to the participants.
- **Co-Facilitating Group Activities:** Co-lead and co-facilitate group discussions, activities, and exercises, encouraging active participation and engagement from all attendees.
- **Supporting the Use of Training Manual:** Guide participants in using the specially developed training manual, clarifying any questions and ensuring that the material is understood and can be implemented effectively in their classrooms.
- **Language and Communication Support:** Assist with Kurdish language barriers that may arise, ensuring clear communication between the international trainer and local participants.

Follow-up and Support: Help in planning follow-up activities and provide ongoing support to participants as they implement what they've learned in their own teaching environments

4. Deliverables:

The co-trainer in the teacher training workshop will be expected to provide the following deliverables:

- **Training Session Reports:** Detailed reports summarizing each training session in Erbil and Sulimanyah, including key discussions, participant feedback, challenges encountered, and recommendations for future improvements.
- **Facilitation of Activities:** Successful facilitation of group activities and discussions, documented with observations on participant engagement and interaction.
- **Participant Feedback Collection:** Compilation of feedback from participants regarding the training content, delivery, and usefulness of the material. This could be through surveys, interviews, or informal feedback sessions.
- **Adaptation Notes:** Recommendations on how the training material can be further adapted or refined to better suit the local context, based on observations during the sessions.
- **Training Manual Guidance:** Documentation of how the training manual was used during the sessions, including any suggestions for its improvement or adaptation to meet local needs.
- **Support Documentation:** Records of additional support provided to participants, such as clarifications, or follow-up consultations, to ensure effective understanding and application of the training.
- **Final Summary Report:** A comprehensive report at the end of the training, outlining the overall success of the sessions, key achievements, lessons learned, and recommendations for future training initiatives.

5. Key information on the workshop setting:

- The workshop targets local Iraqis teachers.
- Participants are selected by the Ministry of Education in Erbil.
- Each workshop is designed for a two-day duration, with a maximum capacity of 22 participants.

6. Required skills and experience:

- **Teaching and Civic Education Experience:** A minimum of 5 years of proven experience as a trainer/teacher, with a strong background in civic education, democracy, or related fields. An educational background in education, social sciences, or civic studies is preferred.
- **Training and Facilitation Abilities:** Demonstrated experience in facilitating training sessions, workshops, or educational programs, with the ability to engage participants, manage group dynamics, and communicate effectively.
- **Cultural and Contextual Awareness:** Experience working within the Iraqi education system or similar environments, with a deep understanding of local cultural and educational contexts. The ability to adapt training materials to meet the needs of local participants is essential.
- **Communication and Interpersonal Skills:** Strong verbal and written communication skills in both Kurdish and English. Ability to build rapport with participants and work collaboratively with an international trainer.
- **Problem-Solving and Adaptation:** Ability to think critically, address challenges that arise during training, and offer practical solutions. Experience in adapting educational content to make it relevant and effective for different audiences.

7. Application and selection:

Candidates are invited to submit the following application documents:

- **CV & Letter of Motivation** : consisting of no more than two pages outlining how the service provider intends to fulfil the assignment & updated CV;
- **Financial Offer**: A statement that states the professional fees expected, all taxes included.

Please note that Elbarlament e.V. will cover travel and accommodation expenses for selected candidates.

8. Deadline and selection modalities:

Interested candidates are invited to submit the application documents **by 8 September 2024** to: dzay@elbarlament.org, and cc to: salomo@elbarlament.org.

Incomplete applications, or those received after the published deadline, will not be considered. Applicants who do not receive an answer from us one week after the deadline may consider their application unsuccessful.