



FACILITATOR SCOPE OF WORK

BACKGROUND INFORMATION

In this section provide background information of the program, the purpose of the pause and reflection session, partners and parties involved.

RESPONSIBILITIES

The list of responsibilities below are illustrative and should be adapted to the specific needs of the program.

FFT Workshop facilitator is responsible for the following tasks:

- Work with the program's management to clarify and focus the purpose and the deliverables of the pause and reflection session
- Conduct planning meeting with the key program leaders to outline clear focus for the session, specific clear objectives and learning priorities, and learning questions
- Develop a clear workplan leading up to the pause and reflection session
- Work in collaboration with the program team and partners to consolidate program data relevant to the objectives and needs of the pause and reflection sessions
- Adapt FFT materials for the program specifics (e.g., technical sectors, participants, learning questions)
- Ensure appropriate partner engagement as per prior agreed upon terms throughout the process
- Ensure various products developed during preparation state are appropriately communicated to all relevant stakeholders
- Draft FFT Workshop agenda, gather feedback from program teams and identified partners, finalize and help Program Manager communicate the agenda
- Work with the program team to ensure appropriate logistical support is secured, including materials, resources, venue, translation, transportation, note takers, etc.
- Develop session content, organize facilitation tools, templates
- Create space where all data, resources, knowledge and discussions will be stored, share with appropriate personnel to allow easy access to the required resources. Use the space to coordinate transfer of data, reports, and tools, following the relevant data protection and security policy
- Coach, support, and build capacity of co-facilitators
- Work with the translators in advance to ensure technical terminology is correctly translated and used during the sessions
- Facilitate FFT workshop
- Conduct an evaluation of the workshop/session
- Finalize notes and document all action points agreed upon
- Document the outcomes, learning and recommendations emerging from the pause and reflection
- Prepare an action/improvement plan working closely with the program team and partners
- Prepare and finalize additional deliverables agreed upon with the program team

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PREPARE

- Disseminate the specific deliverables of the pause and reflection to the identified users

LEVEL OF EFFORT REQUIRED

Facilitating the FFT workshop will require preparation and follow through beyond the one-day session. Once the session focus and learning objectives and the responsibilities of the facilitator from the list above are identified, determine the level of effort (estimated 7 days) that is required for:

Preparation: 16 hours

Facilitation: 8-15 hours

Follow up: 8 hours

Documentation: 8 hours

Dissemination: 8 hours

KEY QUALIFICATIONS, EXPERIENCE AND KNOWLEDGE REQUIRED

A facilitator of the pause and reflection session has the following skills, knowledge, experience and competencies:

- Knowledge of USAID CLA framework
- Familiarity with the program, context, organizations involved, prior work experience with the program team or in the geographic area preferred
- Strong understanding of emergency food security programs
- At least 2 years of hands on experience in implementation, management of MEL within an emergency program

IMPLEMENT

- Ability to foster data-driven discussions and decision making
- Experience with implementing adaptive management practices
- Ability to facilitate effective sessions maintaining maintain objectivity and impartiality
- Ability to ask prompt questions to encourage active engagement from all participants
- Strong facilitation skills and ability to create a safe space for all participants to speak openly
- Ability to mitigate conflict and
- Organized, flexible and focused, with sufficient attention to detail
- Knowledge of the local language preferred
- All candidates with different abilities and identities are encouraged to apply

DELIVERABLES

- Completed Planning Template
- FFT Workshop agenda
- Coaching and capacity building of co-facilitators, including capacity building plan, coaching materials
- All training content materials including ppts, templates, tools
- Consolidated program datasets to be used during the workshop
- Delivery and facilitation of the workshop session
- Workshop Evaluation Results Analysis
- Learning Brief (with Program Manager)
- Dissemination plan (with Program Manager)
- Action Plan (with Program Manager)

FOLLOW-THROUGH