

Moldova

Training on Humanitarian Principles and Standards

Organization World Vision Posted 10 Jan 2025 Closing date 17 Jan 2025

Term of Reference for Recruitment an Expert Trainer for Delivering Training on Humanitarian Principles and Standards

Rates: For a period of one week (should be provided in the offer)

Country: WV Moldova (UCR, Ukraine Crises Response)

Project: PNS UK-PBAS 222810, title: Local capacity strengthening for improved institutional preparedness and response in Moldova

Tentative dates of service provision: Feb 02th till Feb 07th 2025

Background and Purpose:

World Vision Moldova within the project “Local Capacity Strengthening for improved institutional preparedness and response,” will support the institutional capacity strengthening of local and national NGOs, to advance a better coordinated and complementary institutional preparedness. The initiative will focus on shared learning, support the development of local leadership, address institutional gaps, and provide a platform for advocacy and networking among local partners.

The purpose of this TOR is to outline the requirements and expectations for hiring a qualified trainer to design and conduct one week training program for 8 local partners on Core Humanitarian Standard on Quality and Accountability (CHS) and the Sphere Standards, among humanitarian actors. The training aims to strengthen understanding and application of humanitarian principles, including humanity, neutrality, impartiality, and independence, as well as international standards.

Scope of Work:

The expert trainer will:

Training Design:

Develop a tailored training module, including objectives, materials, and session plans.

Incorporate key humanitarian principles and standards (e.g., CHS, Sphere Standards, ICRC principles).

Training Delivery:

Conduct a 3 days training course for around 15-20 participants in Chisinau city.

Facilitate discussions on practical application in humanitarian response contexts.

Employ participatory and interactive methodologies (e.g., case studies, group activities).

Follow-Up and Reporting:

Develop a post-training assessment tool to measure participants' learning outcomes.

Submit a final report summarizing the training process, participant feedback, and recommendations.

Qualifications and Experience

The expert trainer must meet the following criteria:

Advanced degree in humanitarian studies, international relations, or a related field.

Minimum of 2 years of experience in humanitarian response, including experience in applying humanitarian principles and standards.

Proven expertise in delivering training on humanitarian principles, CHS, Sphere Standards, and related frameworks.

Familiarity with global humanitarian systems, including UN, NGOs.

Excellent facilitation skills with demonstrated ability to engage diverse audiences.

Proficiency in Romanian and/or English with knowledge of local contexts being an added advantage.

Training Delivery:

Training module with facilitator guide, presentation slides, and participant handouts.

Post-training evaluation results.

Comprehensive final training report.

Logistical Arrangements

Venue:

The training will be conducted in Chisinau city, in a conference room, equipped with necessary facilities.

Travel and Accommodation:

Travel (ticket flights round trip) to the training location will be covered or reimbursed by WV.

Accommodation will be arranged and provided for the duration of the training by WV.

Meals:

Meals and refreshments will be provided during training sessions by WV.

Translation Services:

If required, translation services will be provided to ensure clear communication during the training by WV.

Certification:

The trainer should provide certification to participants upon successful completion of the training program.

Budget and payment terms:

The expert trainer will be compensated at a rate of TBD per day.

Payment will be structured as follows:

30 % upon signing the contract.

70% upon delivery of training and submission of final report.

Travel and accommodation costs will be covered by WV.

Timeline:

The training program is anticipated to span one week, with specific sessions and dates to be agreed upon between the hiring organization and the trainer.

Qualifications of the Trainer:

Applicants will be evaluated based on:

Educational qualifications and relevant certifications (20%).

Experience in humanitarian response and training delivery (30%).

Quality of proposed training methodology and approach (30%).

Financial proposal and cost-effectiveness (20%).

## Submission Requirements:

Interested candidates are requested to submit the following:

An updated CV highlighting relevant experience in training and humanitarian contexts.  
A brief technical proposal outlining their approach to the training.  
A financial proposal specifying fees and other costs.  
References from at least two previous organizations.  
Ethical and Professional Standards

The selected expert must adhere to the organization's code of conduct and uphold humanitarian principles throughout the assignment.

Confidentiality of training content and participant information must be always maintained.

## Selection Process:

The hiring organization will review submitted proposals and select the trainer based on the proposed curriculum, experience, qualifications, and cost-effectiveness.

## Point of Contact:

For further inquiries or submission of proposals, contact TBD.

## Budget:

The budget for this training program will be discussed and agreed upon with the selected trainer based on the proposed curriculum and scope of work.

Proposal/ Documents required for submission.

Please submit the following documents:

- An expression of interest for the consultancy.
- CV highlighting the expertise of the applicant.
- Daily fee, administration cost included.
- Self-declaration that the applicant is not employed in a public institution.
- Scan copy of your passport and bank details
- Scan copy of the signed code of conduct (attached) - WV Supplier code of conduct in the following link

## Application procedure:

Questions/requests should be made to the following e-mail address: [info\\_wvmoldova@wvi.org](mailto:info_wvmoldova@wvi.org)

The deadline for submission of applications is January 17th, 2025, at 5:00 PM. Moldova Time.

Final applications should be sent by e-mail to the following addresses: [urmd\\_t@wvi.org](mailto:urmd_t@wvi.org)

Country

Moldova

City

Chisinau

Source

World Vision

Type

Consultancy

Career category

Program/Project Management

Years of experience

10+ years

Themes

Agriculture Protection and Human Rights Recovery and Reconstruction