



Consultancy Opening for Developer of Training of Trainers Toolkit UNSMIL-C-C004/2018

Title:	Developer of Training of Trainers Toolkit
Level:	Consultant
Duty Station:	Home-based with possibility of travel to Tunisia
Organizational Unit:	Gender Advisory Unit
Date of Issue:	26 April 2018
Deadline for applications:	04 May 2018
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: <u>INTERESTED APPLICANTS SHOULD SUBMIT THE UNITED NATIONS PERSONAL HISTORY FORM</u></p> <p>(P11 obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc)</p> <p><u>ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P11) WILL NOT BE CONSIDERED.</u></p>
	<p>STEP 2: Qualified candidates MUST submit their <u>P11 application</u> with all the documents listed in STEP 1 (if any) by e-mail to unsmil-hrstaffing@un.org, and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- Consultant-C004/2018)</p>
BACKGROUND/ OBJECTIVES:	<p>The Gender Advisory Unit in UNSMIL has been strengthening the capacity of Libyan women's organizations and official entities in promoting UNSCR 1325 on women, peace and security. The demand to spread awareness around this landmark resolution amongst various Libyan interlocutors has grown rapidly and women's organizations requested the Gender Unit to provide an international consultant to develop a standardized Training of Trainers (ToT) manual in Arabic, with Libya specific context within the UNSCR 1325 framework.</p> <p>The ToT toolkit would provide Libyan CSOs working in the field of gender awareness a systematic guide to train different national institutions such as the police, military, governmental and non-governmental bodies on the framework of UNSCR 1325. In addition, a group of national experts with solid advocacy skills to train on the subject matter will be ultimately created to foster national ownership. The development of the ToT toolkit manual will help as well during the course of the Gender Unit's plan to help the Government of National Accord to develop its 1325 National Action Plan (NAP).</p>
DESCRIPTION OF DUTIES:	Under the supervision of Chief of the Gender Advisory Unit, the consultant will perform the following duties:



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	<ul style="list-style-type: none"> • Brainstorm with the women’s interlocutors to understand the target groups of the ToTs manual. • Reviews the already existing materials used by the interlocutors from regional other countries. • Develops the overall framework of the ToTs and to share the interlocutors. • Develop a ToT tool kit that includes detailed content according to the international standard of ToTs • The ToT manual should be made to include curriculum outline, period and objectives; handouts, case studies, presentations training exercises, group work etc. • The consultant, with the support of the Gender Advisory Unit, is responsible for ensuring that the toolkit and its contents are culturally sensitive and reflect the context in Libya and the surrounding North African countries. • Finalizes the manual based on inputs from The Gender Advisory Unit and national stakeholders. • The Consultant will present her/his work periodically electronically for feedback. • The Consultant is expected to test the manual with members of the interlocutors and finalize the ToTs manual based on the results of the testing. • Finalizes the ToTs manual • Conducts a pilot ToT with a small group of future trainers of the manual targeting relevant Libyan interlocutors.
<p>DELIVERABLES:</p>	<p><u>Drafting Phase:</u></p> <ol style="list-style-type: none"> 1. Review of the existing material available on the topic by the interlocutors, provided by the Gender Advisory Unit. 2. Meeting with the women’s organizations to discuss and assess, training experiences and conceptualize the overall content of the ToT manual. 3. Complete the draft of the ToT and review it with the Gender Advisory Unit and Libyan interlocutors for feedback. 4. Amend the manual based on the outcome of consultations with the Gender Advisory Unit and interlocutors if necessary. <p><u>Practical phase:</u></p> <ol style="list-style-type: none"> 1. Hold a day five- pilot training session to train 20 trainers to test the manual. 2. Amend the training manual if needed after the outcome of the pilot training and based on feedback from trainers.



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COMPETENCIES:	PROFESSIONALISM: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
	COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
	PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
ELIGIBILITY CRITERIA:	<p>Education Advanced university degree (master's degree or equivalent) in education, political science, conflict resolution, gender studies or other relevant thematic area.</p> <p>Work/Research Experience A minimum of fifteen (15) years of technical experience working on gender and conflict, women, peace and security is required. Field experience, in delivery of gender related trainings especially in crisis, conflict or post-conflict settings is required. Proven records and experience in producing interactive training manuals that focus on adult learning approaches, and curriculum development is required. Knowledge of questions related to gender and UN Security Council Resolution 1325 is required. Proven records of excellent drafting and formulation skills is required. Software and computer skills are required.</p> <p>Languages English and French are the working languages of the United Nations Secretariat. For the Consultancy being advertised, fluency in English and Arabic is required.</p>

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**ADDITIONAL
INFORMATION:****Duration of Work: Three (3) months****Incomplete P11 applications or P11 applications received after the deadline will not be considered.**

This international consultancy job opening is open for candidates from all countries. Applications are assessed according to the published requirements of the consultancy job opening based on the information provided in the application. In relation to the requirements of the consultancy job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the consultancy job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended after the deadline of submission.