

## TERMS OF REFERENCE

<b>Position:</b>	Focal Person Training
<b>Department:</b>	Programs Team
<b>Supervisor:</b>	Team Leader Training
<b>Location:</b>	Islamabad
<b>Contract:</b>	Fixed Term (extendable)

### General Scope of Work:

The main contribution of Focal Person Training will be to initiate, develop, conduct and evaluate trainings at the Head Office and Project Office levels as per organizational/project requirements. The individual will be expected to have exceptional skills in identifying training needs, developing training modules and delivering required outputs in a timely manner. In addition, ability to effectively engage and reach out to local community members will be required. A key requirement of the assignment will be to successfully coordinate various trainings at different Project Offices simultaneously.

### Main Responsibilities & Tasks:

1. Initiate, coordinate the implement training programs with the objective of ensuring consistency between programme and training objectives at both Head Office and project levels
2. Develop and distribute required training material such as training modules, training folders, case studies, lessons learnt etc.
3. Organize and conduct regular training workshops for professionals from a variety of backgrounds in line with overall organizational activities
4. Identify key trainers and resources according to specific training requirements on a regular basis
5. Coordinate and consult with all departments internally and a variety of stakeholders (trainers, resource persons) externally on a regular basis to ensure up to date and timely delivery of trainings
6. Assist the Programme Development Department in the formulation of projects focusing on capacity/capability building, as and when required
7. Identify training needs of organizational staff members in collaboration with the Human Resource Section and facilitate in delivering required trainings.
8. Develop/improve standard training evaluation forms as necessary
9. Conduct research of current training concepts, techniques and programmes within and outside the organization and incorporate best practices into current practices.
10. Provide required training related data to the Development Analysis Unit on regular basis
11. Ensure compliance of quality standards in all trainings in accordance with LEAD Pakistan's Quality Policy
12. Coordinate closely with the Administration Unit and IT Section in order to ensure that all support activities are conducted in a timely manner and in accordance with the organizational Quality Policy
13. Ensure that all training related records are maintained diligently
14. Prepare/ensure that Training Completion Reports are made available at the end of each training
15. Knowledge of proposal and donor funding requirements and the ability to apply that knowledge in preparing project concept note and proposals

**Operational (General/Administrative):**

1. Ensure compliance with all organizational policies, rules and regulations.
2. Ensure that the organization's interests in the execution of the programme operations are safeguarded at all times.
3. Be responsible for the smooth operation of the related assignments.
4. Assure that all contractual obligations are adhered to and make the necessary contacts and efforts to ensure implementation of required targets.

**Professional Requirements & Qualifications:**

1. Masters in Economics or a related field like Public Policy, Development Studies, Environment Economics, Natural Resources etc. having a minimum of 5 years' experience
2. Knowledge of fundamental capacity/capability development needs in Pakistan's development sector
3. Ability to develop modules and conduct trainings according to local needs
4. Working knowledge of identifying training needs and developing training modules accordingly
5. Experience of working with INGOs/donor agencies/UN will be preferred
6. Excellent presentation and communication skills is a must
7. Strong interpersonal and communication skills – able to motivate, mentor, and liaise and communicate with colleagues at all levels of seniority.

