Terms of Reference (TOR): Call for Trainer - Staff Psycho-social Well-being Training

1. Introduction/Background

The Ethiopian Human Rights Council (EHRCO) is organizing well-being training through targeted training as part of a larger combined training. This training aims to enhance the resilience and overall well-being , who often operate in demanding environments. This TOR outlines the requirements for an experienced trainer to design and deliver a comprehensive well-being training program.

2. Objectives of the Training

The primary objectives of the well-being training through targeted training' are to:

- Enhance coping mechanisms for managing work-related stress and burnout.
- Equip staff with practical strategies and tools for improving personal and professional well-being.
- Foster a supportive environment that promotes mental health awareness and self-care practices.
- Improve overall the trainees resilience and productivity by addressing well-being challenges proactively.

3. Scope of Services

The selected trainer will be responsible for the following:

- **Curriculum Development/Refinement:** Review existing training needs assessments (if any) and, in consultation with EHRCO, finalize a comprehensive training curriculum focusing on trainees well-being.
- **Training Material Preparation:** Develop all necessary training materials, including presentations, handouts, exercises, and case studies, tailored to the context of human rights organizations.
- **Training Delivery:** Facilitate an engaging and interactive training program for 30 trainees over two (2) full days.
- **Pre and Post-Assessment:** Develop and administer simple pre- and post-training assessment tools to gauge knowledge transfer and impact.
- **Reporting:** Submit a comprehensive training report detailing activities conducted, participant engagement, challenges, and recommendations.
- **Logistics Coordination:** Collaborate closely with the EHRCO logistics team for all training-related arrangements (e.g., venue setup, material distribution).

4. Key Deliverables

The trainer is expected to provide the following deliverables:

- Detailed training curriculum/agenda.
- Complete set of training materials (digital and print-ready).
- Pre- and post-training assessment tools.
- Comprehensive training report, including PowerPoint presentation & participant feedback summary.

5. Qualifications and Experience

The ideal candidate for this training will possess the following qualifications and experience:

- **Education:** Advanced degree in Psychology, Counseling psychology, Development Psychology or in any other related fields.
- **Experience:**
  - Minimum of 5 years of proven experience in designing and delivering well-being, stress management, resilience, or mental health training, preferably for NGOs or human rights organizations.
  - Demonstrated experience in facilitating interactive workshops for adult learners.
- **Technical Skills:**
  - In-depth knowledge of various well-being strategies, stress management techniques, and burnout prevention methods.
  - Ability to tailor content to the specific needs and context of the target audience.
- **Soft Skills:**
  - Excellent communication, presentation, and interpersonal skills.
  - Strong facilitation and group management abilities.
  - Cultural sensitivity and ability to work effectively with diverse groups.
- **Language:** Fluency in English and Amharic (both written and spoken) is mandatory.

6. Duration and Location

- **Training Dates:** August 3rd and August 4th, 2025 (2 full days of training).
- **Preparation Period:** Flexible, but sufficient time for curriculum finalization and material preparation before July 31st.
- **Location:** Hawassa, Ethiopia. The trainer is expected to be physically present at the training venue for the entire duration of the training.

7. Reporting Lines

The selected trainer will report directly to EHRCO's project Communication officer, with overall oversight from the EHRCO Program Head and Executive Director.

8. Application Requirements

Interested and qualified candidates are requested to submit the following documents:

- **Curriculum Vitae (CV):** Highlighting relevant experience and qualifications.

- **Technical Proposal:** A brief proposal (maximum 3 pages) outlining:
    - Understanding of the assignment.
    - Proposed training methodology and approach.
    - Proposed training content/modules.
    - Tentative daily schedule for the 2-day training.
- **Financial Proposal:** A detailed budget outlining professional fees (daily rate), travel costs (if applicable), and any other anticipated expenses.
- **References:** Contact details of at least two organizations or individuals for whom similar training has been conducted.

9. Evaluation Criteria

Applications will be evaluated based on the following criteria:

- **Technical Proposal (40%):** Quality of proposed methodology, content, and understanding of the assignment.
- **Qualifications and Experience (30%):** Relevance of CV, academic background, and previous experience.
- **Financial Proposal (30%):** Reasonableness and competitiveness of the proposed budget.

10. Budget/Remuneration

The trainer's remuneration will be based on a mutually agreed-upon daily rate, inclusive of all professional fees. Travel and accommodation costs for the trainer shall be covered by the trainer. Applicants should submit a financial proposal that considers the 2-day training duration.

11. Deadline for Submission

All applications must be submitted by **25th July 2025]** to info@ehrco.org and copy **Solomonkehrco@gmail.com**