



Annex 2 – TERMS OF REFERENCE

1. **Duty station:** Kazakhstan
2. **Duration of services:** December 2023 – January 2024
3. **Nature of the services:** SERVICES FOR CONDUCTING TRAINING FOR TRAINERS ON THE TOPIC: "MODERN TEACHING METHODS".
4. **Project context and scope:**

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and works closely with governmental, intergovernmental and non governmental partners. IOM is committed to promoting humane and orderly migration for the benefit of all. This is achieved through the provision of services and advice to governments and migrants.

With millions of labour migrants moving across the region every year, IOM teams in Central Asia have substantial experience in working closely with migrants and governments to ensure safe migration – especially for the most vulnerable through anti-trafficking, protection, resettlement, and migration health programmes. Building on this foundation, IOM developed “Comprehensive Action Plan for Afghanistan and Neighbouring Countries for 2021-2024” (CAP). Within the CAP, IOM aims to reach over 17M persons affected by the crisis (internally displaced persons, migrants, returnees, host communities, and other persons in vulnerable situations) and government counterparts. Additional support will be given to affected communities and host governments in the targeted neighbouring countries.

The services under these ToR will be carried out within the International Migration Capacity Building Program (IMCBP) funded by Immigration, Refugees and Citizenship department of Canada (IRCC) and implemented by IOM in Pakistan and Kazakhstan, Tajikistan, Turkmenistan and Uzbekistan.

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Materials of training for trainers will include the following information: Preparation of the trainer for the session, development of a lesson plan, preparation of the presentation and venue. Advanced level of work with Power Point. Innovative knowledge evaluation tools (pre-test/post-test evaluation). Basics of public speaking - making a competent speech.

5. **Organizational Department / Unit in which the services are to be engaged:** Governance Unit of the International Organization for Migration Mission in Kazakhstan within “The Project Improving migration governance and access to services for displaced Afghans in Pakistan and Central Asia” funded by Immigration, Refugees and Citizenship Canada (IRCC).

6. **Tasks to be performed under this contract**

a) Conducting training of trainers on "Modern Teaching Methods" - **January 2024.**

7. **Performance indicators for the evaluation of results**

- A work plan developed consultatively and finalized with IOM project team (week 1 of the assignment, 1 working day) – One, Deliverable 1.
- Progress reports – One, Deliverable 2.
- Training support package – two, Deliverable 3
 - training materials including detailed content of each session;
 - presentation preparation (Microsoft PowerPoint format or another presentation tool);
 - materials for group work/handouts;
 - training scenarios;
 - training checklist;
 - evaluation form for participants of the training "before" and "after";
 - Other evaluation methods/tools.
- Conduct training: on Modern Teaching Methods, (Innovative knowledge evaluation tools (Advanced level of work with Power Point. Pre-test/post-test evaluation. Basics of public speaking - making a competent speech)– one, Deliverable 4
- Final analytical report on the results achieved – one, Deliverable 5

8. **Education, Experience and/or skills required.**

Education

- Postgraduate degree, preferably in education, or other related field from an accredited academic institution with at least **six years of professional experience.**
- University Degree, preferably in education, or other related field from an accredited academic institution with at least **eight years of professional experience .**

Experience

- At least **five years** of experience in conducting **trainings for trainers.**
- Skills in working and training Power Point.

- Proven experience in developing materials for trainings/seminars.
- Demonstrated professional experience on topics related to modern teaching methodologies.
- Experience in liaising with government authorities, law enforcement and military agencies, and international organizations as well as migration-related stakeholders.

Skills

- Highly specialised professional with extensive relevant experience and the highest level of expertise in advanced teaching methodologies
- Excellent proven analytical and communication skills, including presentation skills.
- Excellent organizational and creative thinking skills.
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

9. **Traver required:** Yes

10. **Competencies Level 3**

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators:

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.