



## INVITATION TO APPLY FOR THE ROLE OF MASTER TRAINER AT RTF

**Title of Role:** Master Trainer (on Sexual and Gender Based Violence)

**Organisation:** ICGLR – RTF (Regional Training Facility on Prevention and Suppression of Sexual and Gender Based Violence in the Great Lakes Region, Kampala, Uganda)

**Type of position:** Consultant with long term contract

**Reporting to:** Director, Regional Training Facility

**Starting Date:** 1 March 2017

### I. Background

The Kampala based Regional Training Facility (RTF) on Prevention and Suppression of Sexual Violence in the Great Lakes Region is an institution of the International Conference of the Great Lakes Region (ICGLR). The ICGLR is an intergovernmental organization composed of 12 Member States namely: Angola, Burundi, Central Africa Republic (CAR), Democratic Republic of Congo (DRC), Republic of Congo (Congo Brazzaville), South Sudan, Sudan, Kenya, Rwanda, Tanzania, Uganda and Zambia. The RTF was officially opened in February 2014 and became operational in April 2014.

The mandate of the RTF is to train and sensitise judicial officers, police units, social workers, medical officers and other categories of persons who handle cases of sexual and gender based violence (SGBV) in the Great Lakes Region as provided for under the ICGLR Protocol on Prevention and Suppression of Sexual Violence against Women and Children. The crime of SGBV remains rampant in the conflict/war zones of the ICGLR as well as in peacetimes, and the region is determined to eradicate it. Two of the RTF partners, the World Bank and The Netherlands Initiative for Capacity development in Higher Education (NICHE), support RTF in training professionals working in the Great Lakes Region composed of the four target groups mentioned above.

In order to implement this activity of training professionals, RTF sends out this invitation to apply for the role of Master Trainer (MT). Master Trainers are the

highest levels of trainers in the cascade model of: Master Trainers - Trainers - Professionals.

## **II: Role of the Master Trainer on SGBV**

Under the guidance of the Directorate of the RTF, the MT will, alongside NICHE experts, carry out research, design training curricula, develop course materials, train and monitor trainers. The structured setup revolves around a cascade model where a total of 18 MTs will train more than 100 Trainers, who subsequently will train more than 1000 professionals in the first two years only. The Master Trainers will mainly work from and in their respective countries, although travel will be required on multiple occasions. Further, the MT will play a key role in supporting RTF to become the centre of excellence in the GLR regarding the fight against SGBV.

The MT will focus on one of the target groups (medical, social, judicial or police) whilst collaboration with other MTs is considered crucial.

In order for the MT to fulfil his/her role he/she will first receive high quality and extensive training in three areas. Training is provided by experts from the NICHE project (carried out of the Consortium consisting of Maastricht School of Management, Rutgers and Living Peace Institute). The three areas of training for the MT are:

- a) Formative research;
- b) Curriculum and material development;
- c) Training of Trainers and methodology.

The MTs together will represent the four professional categories. For each professional sector 3 or 4 Master trainers will be selected. The MT is expected to stay affiliated with his/her current organisation and/or do other work on the side, since the role of MT is not a full time position.

Because the GLR comprises of 12 different countries where different languages are spoken, multilingual candidates are highly encouraged to apply. The MT speaks English and preferably also French or Portuguese. Selected MTs will be offered a long-term consultancy contract in which, amongst other things, the issues listed under III are incorporated.

## **III: Tasks, remuneration and time estimate**

What follows is a description of the activities a Master Trainer will undertake including the training he/she will receive till mid 2018. Please note that the work (training of trainers, updating courses etc.) continues afterwards. This timeline is presented to give the MT an idea of what is ahead in the first period only. An estimate is given of the months in which the activities take place, what they entail and which remuneration applies. Where is mentioned that 'all expenses are covered', this includes travel, accommodation, food and visa costs.

- a. **March 2017:** The first part of the training for the MT will cover 'formative research' (see a under II above) and will take place in one of the countries of the GLR. This first part of the training will take one week. All expenses are covered.
- b. **April - May 2017:** After the first part of the training, the MT will go out and carry out formative research (data collection) in country. During this period the MT will assist RTF and collaborate with ICGLR country coordinators to identify trainers in the respective country. Expenses are covered and a daily subsistence allowance (DSA) is paid.
- c. **June - July 2017:** The MT will, under the guidance of NICHE experts, develop the curriculum he/she is responsible for together with his/her team (consisting of about 3 or 4 MTs). The draft curriculum and accompanying course materials are input for the second part of the training. Expenses are covered and a DSA is paid.
- d. **September 2017:** The second part of the training consists of curriculum and material development, training of trainers and methodology (b and c described above under II). This training will take about two weeks and may be organised outside the GLR. All expenses are covered.
- e. **October 2017:** The MT will adjust the curricula and course materials. Expenses are covered and remuneration is paid per day.
- f. **November 2017:** During a validation workshop the developed curricula and materials will be reviewed. Some pilots may be organised as well. Expenses are covered and a DSA is paid.
- g. **January - June 2018:** The MT will train trainers in his field. The total group of 18 MTs will train more than 100 trainers (please note that training continues after June as well). Expenses are covered and remuneration is paid.
- h. **March - July 2018:** The MT will assist the trainer in adjusting existing curricula and course materials to the local context, and will monitor the first pilot and validation workshops. Expenses are covered and a DSA is paid.
- i. **January 2018 onwards:** The MT will play a key role in making RTF the centre of excellence in the fight against SGBV in the GLR. Amongst other things by contributing to the knowledge platform, assisting in e-learning modules etc. Expenses are covered and remuneration is paid.
- j. **January 2018 onwards:** Other activities may apply and will be agreed upon between the Master Trainer and RTF.

#### **IV: Qualifications, experience and competencies**

The minimum requirements/qualifications for a candidate to apply for the role of Master Trainer are as follows. The candidate:

- is a national of one of the ICGLR member states;
- has a Masters or PhD;
- has proven experience in and knowledge of (or is currently working in) one of the professional sectors of police, judicial, social or medical in the GLR;
- has a solid background in gender and in the field of sexual and gender based violence
- has at least three years experience in delivering training in the Great Lakes Region;

- has developed at least one substantial short course (including curriculum and course materials);
- speaks English (please note that RTF is specifically looking for candidates that speak multiple languages, especially French. Candidates that speak French as well as English will be preferred over those that speak English only);
- is an excellent communicator and has proven networking skills;
- has good computer skills.

The following qualifications are considered as highly valuable. The candidate:

- speaks French or Portuguese;
- has a position at an existing training facility specialised in SGBV;
- is a strong player in the existing network of SGBV and training institutes;
- has experience with doing formative research;
- has already received course development training.

## **V: Submission guidelines**

To submit your candidacy, please send your application before 16 January 2017 at 10 a.m. GMT by email to:

Mr. Nathan Byamukama, Director of ICGLR-RTF, through the email of the administrator: pbahiira@icglr-rtf.org. If you do not receive confirmation of receipt within two working days after you sent your application, your email did not come through. Questions about the application and/or the role of Master Trainer may also be sent to this email address.

The application email must not contain any text but just have three attachments (in Word or pdf format):

- 1) A cover letter of maximum 2 pages to introduce yourself. Make sure to briefly discuss all qualifications, experience and competences listed under IV above. Write it in the English language;
- 2) A detailed CV (4 pages maximum, in English) with exactly three references (listing organisation, contact person, telephone number and e-mail address);
- 3) A copy of the university degree (in either French, English or Portuguese).

If you, after reading this document, feel that you may not qualify as Master Trainer but are interested to be part of the team of trainers (that will train the professionals), please make this known to RTF and you will be put on a contact list that is used when the invitation to apply for the role of trainer is sent out.