

Om-Habibeh Foundation

Terms of reference (TOR)

Trainers – for the UNESCO-Supported Capacity Development Project

1. Background

The Om Habibeh Foundation (OHF) is an Egyptian non-profit organization established in 1991 under the supervision of the Ministry of Social Solidarity. OHF serves as the implementing agency for the Aga Khan Foundation Egypt and is part of the Aga Khan Development Network. The foundation was established by Om Habibeh Mohamed Shah Aga Khan to support community development in Aswan through programmes in education, health, economic inclusion, agriculture, and civil society development.

Under the project supported by UNESCO, OHF is implementing activities aimed at strengthening the capacity of local communities and local CSOs to support displaced individuals, new arrivals, and vulnerable host communities. The project focuses on improving resilience, enhancing livelihoods, and promoting social cohesion.

The OHF Continuing Education Centre (CEC) serves as the lead implementing body for this project, working in collaboration with the CSOs' Continuing Learning Centers (CLCs) and in partnership with UNESCO. Through this collaboration, the CEC leads the project activities, ensures effective training delivery, and strengthens local capacities to provide long-term support to communities in Aswan.

To support these efforts, OHF seeks qualified trainers to deliver training programmes in communication skills and community cohesion, entrepreneurship, vocational and handcraft skills in Aswan,

2. OBJECTIVE:

The project aims to strengthen the psychosocial and socio-economic capacities of local communities and local partners so they can better support displaced people, new arrivals, and hosting communities. It focuses on increasing resilience, improving self-reliance, reducing vulnerabilities, and expanding livelihood opportunities, while also enhancing protection and assistance for vulnerable individuals.

3. Scope of work:

The trainers will be responsible for preparing and delivering practical and participatory training sessions covering the following areas:

Training Preparation

- Develop training plans and materials for communication, community cohesion, and entrepreneurship.
- Ensure the content is suitable for the selected target groups.
- Coordinate with OHF project staff to align the training with project objectives.

Training Delivery

- Deliver interactive training sessions using participatory methods such as group discussions, exercises, and role-plays.
- Facilitate sessions that focus on:
 - Effective communication and dialogue
 - community cooperation and conflict resolution
 - teamwork and leadership
 - entrepreneurship basics and small business ideas and developing business plans.
- Encourage participants to develop simple livelihood or community initiatives.

Participant Support

- Guide participants during practical exercises and the different interaction methods.
- Provide feedback and support participants in developing their ideas.

Reporting

- Document training sessions and participant attendance.
- Submit pre-post test results, and attendance sheets.

4. Deliverables:

The trainers will provide the following:

- Report and time sheet with the tasks and effort done during the assignment period.
- Invoice with detailed financial data, as per the OHF official approved forms.
- Marked and scored pre/post test sheets of the participants and the results in the Excel sheet.

All reports should be submitted in soft copy (Word/Excel) and **hard copy when requested.**

5. Time Frame:

- The duration of each training program is expected to be 3–7 days, depending on the training topic and participant needs.
- The exact schedule will be prepared with Om Habibeh Foundation and aligned with the project implementation timeline.

6. Required Qualifications

The trainer(s) should have:

- A relevant degree in business, IT, social sciences, education, or a related field.
- Proven experience delivering training in communication, community engagement, entrepreneurship, or livelihood development.
- Experience working with vulnerable communities.

- Strong facilitation and communication skills.
- Experience using participatory and practical training methods.
- Experience working with international or development projects is an advantage

7. Roles and Responsibilities

OHF

- Provide training venues, participant coordination, and logistical support.
- Facilitate communication with project stakeholders.
- Review and approve training plans and reports.

Trainers

- Prepare and deliver the training sessions.
- Ensure inclusive and respectful participation of all participants.
- Provide feedback and guidance to participants.
- Submit required documentation and reports.

8. Confidentiality and Ownership

All materials developed during the assignment will remain the property of Om Habibeh Foundation, unless otherwise agreed. Trainers must maintain confidentiality of participant information and project data.

9. Contact Information

Interested trainers should submit:

- Updated CV
- Brief training methodology
- Sample training session plan
- Two references

Applications should be sent to: procurement@omhabibeh.org