Terms of Reference

Consultancy assignment

Delivery of Training of Trainers (TOT) training on Facilitation for WWF staff

October-November 2023

Supervised by: CBFM Programme Co-ordinator
Work location: Honiara
Duration: 5 days

1. Background

WWF Pacific is working together with communities and partners towards the following: All Pacific peoples and nations are empowered, climate resilient and prosperous, with nature thriving and visibly and measurably recovering - a ‘People and Nature Positive Pacific’. From Papua New Guinea with the third largest tropical rainforest in the world and home to over seven percent of the world’s total number of species, to the Solomon Islands with record numbers of fish species; to the world’s third longest continuous barrier reef system in Fiji. The richness and diversity of species found in the Pacific is globally significant. Papua New Guinea and Solomon Islands both form part of the Coral Triangle, the centre of the world’s marine biodiversity. Some of the most coral reefs less exposed to climate change are found in Fiji and Solomon Islands. WWF works across Papua New Guinea, Fiji, and Solomon Islands with offices in each country and a regional hub to serve communities and protect this region's rich and unique biodiversity.

We have three goals that outline our ambition and the cross-cutting nature of our work and what we are working towards long-term: empowered Pacific peoples, integrated ocean management and climate resilient Pacific nations. Our overarching focus is on community and ecosystem resilience combined with area-based conservation, working towards 30x30 and safeguarding the lands and waters of the Pacific. We focus on conservation priorities across 30x30: community-led conservation, sustainable fisheries and blue foods, conserving marine species, reducing deforestation, Pacific policy leadership, Gender Equality, Disability and Social Inclusion (GEDSI) mainstreaming and sustainable blue economy.

The World Wide Fund for Nature (WWF) recognizes the importance of effective facilitation in its conservation efforts and collaborative projects. This Training of Trainers (TOT) program on facilitation is designed to equip WWF staff members with essential facilitation skills and techniques to enhance their ability to lead and facilitate group discussions, workshops, and meetings at all levels of engagement. This will help us better deliver on our projects and programmes and ultimately achieve our strategic outcomes and goals.

2. Objectives of the consultancy

The Consultant will be responsible for delivering the following objectives:

The primary objective of this TOT program on facilitation is to enable WWF staff to become proficient facilitators. The specific objectives are as follows:
To provide WWF staff with an understanding of facilitation concepts and principles.
To equip participants with practical facilitation skills and tools.
To empower WWF staff to design and lead effective facilitation sessions.
To enhance their ability to adapt facilitation approaches to various contexts and audiences.
To foster a culture of collaboration and shared learning among WWF staff.

Deliverables are outlined below (Table 1).

3. Scope of work and methodology

The TOT program on facilitation will encompass the following key areas:
- Introduction to Facilitation
- Facilitation Techniques and Best Practices
- Designing Effective Facilitation Sessions
- Communication and Engagement Skills
- Managing Group Dynamics
- Feedback and Improvement

4. Deliverables/expected outputs

See table 1 below.

5. Required profile

Expertise and experience Required
- Advanced skills in training and facilitation and engagement of adult learners
- Experience developing comprehensive training curriculums and delivering similar trainings
- Knowledge of effective training methods
- Ability to maintain a dialogue with various participants and groups of learners
- Strong communication and interpersonal skills to attract and maintain attention, break the ice, shift the focus of learners when needed, and be heard by the audience
- Strong facilitation experience

Skills required
- Problem-Solving Skills
- Communication Skills
- Management Skills
- Active Listening Skills
- Time Management Skills
- Design Thinking Skills
- Emotional Intelligence Skills

6. Application

- Provide a cover letter explaining how the applicant would approach the assignment and include previous successful examples of Training of Trainers capacity building undertaken and what were the outcomes and expertise relevant to this assignment. Include the proposed number of days for the consultancy and daily consultancy rate.
- CV outlining relevant experience with three Referees.

Applications should be submitted to: **ppo.hr_recruit@wwfpacific.org** by **08th November 2023**
Table 1: Consultancy Activities and Outputs/ deliverables:

<table>
<thead>
<tr>
<th>Objective:</th>
<th>Activities and Scope:</th>
<th>Outputs/deliverables:</th>
<th>When</th>
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<tbody>
<tr>
<td>1 Build facilitation Expertise</td>
<td>To provide WWF staff with an understanding of facilitation concepts and principles.</td>
<td>A TOT training with a detailed training agenda with session outlines and objectives</td>
<td>14\textsuperscript{th} Nov, 2023</td>
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<td></td>
<td>● Training sessions and discussions on facilitation concepts and theories/best practices</td>
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<td>● Hands on practice sessions applying various facilitation techniques</td>
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<td>2 Equip With Practical Facilitation Skills and Tools</td>
<td>Equip participants with abilities to design and deliver engaging training programs that include facilitation techniques and skills</td>
<td>Training materials, including presentations, handouts, and exercises</td>
<td>14\textsuperscript{th} Nov, 2023</td>
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<td>● Teach how to create useful and engaging training materials</td>
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<td>● Role playing and simulations to apply different learning principles</td>
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<td>3 Develop Effective Communication and Interpersonal Skills</td>
<td>Focus on improving verbal and non-verbal communication, as well as handling interpersonal dynamics effectively</td>
<td>Assessment tools for evaluating facilitation skills</td>
<td>15\textsuperscript{th} Nov, 2023</td>
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<td>● Organize sessions where participants engage in activities, discussions and feedback exchanges to improve their communication skills and techniques</td>
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<td>● Provide scenarios or exercises</td>
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where participants act out conflict situations and practice building positive relationships to enhance their practical skills in these areas

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<th>Equip with Practical Experience and Adaptability</th>
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<td>4</td>
<td>Hands on experience in facilitating various group settings</td>
<td>Tools to apply diverse facilitation techniques &amp; strategies in different scenarios</td>
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<td>Adaptability to tailor facilitation to diverse audiences and handle unexpected challenges</td>
<td>Practical experience in facilitating in different types of group settings</td>
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<td>5.</td>
<td>Development of the final training report</td>
<td>A detailed post training report summarizing the training outcomes</td>
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16th Nov, 2023

20th Nov, 2023

Annex: Additional Resources and References