

Terms of Reference

TRAINING SPECIALIST

Agricultural Employment Support Project for Refugees and Turkish Citizens through Enhanced Market Linkages

Background

Agricultural Employment Support Project for Refugees and Turkish Citizens through Enhanced Market Linkages (Project) is a project implemented by Agriculture Credit Cooperatives (ACC), administered by the World Bank and financed by the European Union. The objective of the project is to support refugees and Turkish citizens to access sustainable livelihoods and employment opportunities in the selected pilot provinces.

Both refugees and Turkish citizens face with various employment barriers in the selected provinces in agricultural area. The barriers are related to formal agricultural employment, structured job matching and lack of vocational skills.

The project includes not only formal employment services composed of on-farm jobs but also technical and soft skills training programmes and investments to increase value-chain related jobs for the purpose of improving formal employability.

Scope and Objective

The objective of this document is to define duties and responsibilities of the Training Specialist who will work under “Agricultural Employment Support Project for Refugees and Turkish Citizens through Enhanced Market Linkages”.

Qualifications and Skills

- Graduation from related university degree programs (such as Social Sciences or business related field)
- At least 5 years of experience in international projects as a Training Expert/Coordinator or similar role
- Demonstrated, significant experience in the design and delivery of training programs, including to people with low literacy levels

- Demonstrated knowledge of traditional and modern teaching learning methods and techniques, including those for adult education and skills development
- An understanding of the literature on skills development is required
- Experience in Training Consultancy contract management is preferable
- Knowledge of and experience with the agricultural sector, including agricultural-based training programs, is an asset
- Excellent communication skills and the ability to work in teams
- Solid organization skills, with the ability to manage multiple, competing tasks at the same time
- Capacity to communicate orally and in writing in both Turkish and English. Knowledge of Arabic is an asset
- Knowledge of Microsoft Office software (Word, Excel, Outlook, PowerPoint),
- Completed or postponed military service for male candidates (Turkish citizens),
- Adaptability to flexible working hours and intensive schedule,
- Have no restriction for travel.
- Excellent analytical, report writing and organizational skills

Duties and Responsibilities

Under the guidance of the ACC Training Department, the Training Specialist will be responsible for all aspects regarding the provision of trainings within the Project, to ensure that this is carried-out to a high quality and meets the objectives of the Project.

More specifically, the Consultant will:

- Plan and monitor skills gap analyses carried out by outsourced consultants in a timely manner for the project cycle, to ensure that the deliverables are to a high quality, reflect the needs of the farmers, and meet the objectives of the Project.
- Draft the Terms of Reference for the Training Providers based on the Needs Assessment and provide Technical input to the Procurement process, including the bid evaluation.
- Coordinating and supervising consultants in charge of the curricula design, and training provision in the areas of both technical and soft skill training:
 - Review the deliverables of the consultancies, including the draft curriculum and training plans

- Review the training methods proposed by the firms to ensure that these draw on international best practice and are appropriate for the target population
- Identify teaching learning methods to ensure that the training are appropriate for women and for refugees
- Review the monitoring reports submitted by the training providers to ensure that these are complete and submitted according to the terms of the Contract
- Carry-out spot checks of the training providers to assess the quality of the training sessions and the attendance of beneficiaries
- Coordinate the delivery of the training within each of the Project provinces, in close coordination with the Field Officers, so that the trainings are provided according to the implementation plan.
- Review and provide input to the M&E system, forms, data collection and analysis to ensure that it accurately tracks the training activities within the Project and assesses progress in implementation.
- Coordinate with other stakeholders to identify other relevant experience in Turkey and share lessons learned.
- Liaise closely with ACC Training Department external partners and outsource training providers,
- Provide monthly written reports on activities to the Project Manager, as required.
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- Perform other duties emerging in the frame of this Terms of Reference.

Duration

Duration of service of Training Specialist are foreseen to start in the last quarter of 2020 and end in the last quarter of 2023 corresponding to the closure of the Project or on the project's extended closure date. The contract will be renewed on a performance basis and will be annual.