

SAMPLE TOR FOR LEAD TRAINER: Tasks of the Lead Trainer for the Training Workshop¹

The preparation, implementation and reporting of the training workshop will be conducted by a team of two trainers, the Lead Trainer, X and a Co-trainer Y. The trainers will be jointly responsible for the successful implementation of the training and are expected to work in close consultation with each other. All logistical and administrative arrangement, including conference services and equipment, selection of participants, sending out invitations, making travel arrangements for participants, printing out the material and certificates for the training will be made by [*organisation in charge of logistics*].

The tasks of the Lead Trainer and the expected time for inputs (in brackets) are as follows:

1. Planning and preparation (3 days)

The Lead Trainer will be primarily responsible for conceptualising planning and preparing the content and methodology for the training in close consultation with the Co-trainer.

The Lead Trainer will identify background material in addition to the core training material and develop the workshop program.

The Lead Trainer will make a selection of case studies, exercises and simulations from the core training material and prepare a workshop evaluation questionnaire. Together with the Co-trainer the Lead Trainer will discuss a draft program with [*organisation requesting training*] and [*organisation in charge of logistics*]. Based on their input and comments, the program and the reading material will be finalised. It is expected that the reading material will be finalised and circulated to the participants at least a two weeks prior to the training course.

The Lead Trainer, together with the Co-trainer, will be available a day prior to the workshop to review the training workshop agenda, discuss the final report format and address any final arrangements necessary to ensure the successful implementation of the workshop. The Lead Trainer will be responsible for the final program.

2. Implementation of the training workshop (3 days)

The Lead Trainer will take the lead in facilitating the training workshop. During the workshop, the Lead Trainer together with the Co-trainer will introduce the session themes and follow these with brief question/answer sessions to clarify conceptual points and key issues. They will moderate group sessions involving case studies, exercise and role play, and summarize the outcomes of each session. The Lead Trainer together with the Co-trainer will facilitate and support the participants in the elaboration of the gender action plan and the process to be used to track its progress during the year. The Lead Trainer, together with the Co-trainer will administer the evaluation questionnaire that the participants will be asked to fill out at the end of the workshop. The Lead Trainer together with the Co-trainer will analyze the responses provided by participants to the evaluation questionnaire, together with other feedback provided during individual sessions and plenary discussions. This analysis will be taken into account in the workshop report to assess the training outcomes and effectiveness. The Lead Trainer will have a daily debriefing meeting with the Co-

¹ World Bank (2011) Mainstreaming Gender: Africa Renewable Energy Access Program (AFREA).

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trainer, [organisation requesting training] and [organisation in charge of logistics] to assess the progress of the workshop and to make any necessary adjustments to the program.

3. Evaluation and reporting of the training workshop (2 days)

One day after the training workshop the Lead Trainer will have a debriefing meeting with the Co-trainer, [organisation requesting training] and [organisation in charge of logistics]. The meeting will be used to evaluate the training, review the evaluations from the participants, and agreed on the procedure and schedule for writing the final report and the follow-up trajectory of the participants to the training workshop.

[Organisation in charge of logistics] is responsible for developing the final training workshop report, written according to an agreed upon format. At a minimum, the training report will include a summary of the content, method, the gender actions plan and associated monitoring protocol agreed by participants, the evaluation of the training and the participants list. The Lead Trainer will review and provide written comments on the draft report developed by [organisation in charge of logistics].

4. Duration and deliverables

The duration of this assignment will be from A to B.

5. Deliverables

The following list includes the main deliverables from the Lead Trainer with the time line:

Deliverable	Timeline
1. Prepare final program methodology and content	3 weeks prior to training
1.1. Draft training program including additional background material, selection of case studies, exercises and simulations and a workshop evaluation questionnaire prepared	3 weeks prior to training
1.2. Final draft of agenda and materials for the training program	10 days prior to training
1.3. Final agenda and materials for the training program	5 days prior to training
2. Facilitation of training workshop, including a pre-workshop meeting and daily debriefing with the Co-trainer to monitor the progress of the training	
3. Evaluation of the workshop	End of training
4. Comments on final training workshop report including recommendations for improvements of the training module and feedback gathered through the evaluation questionnaires.	4 weeks after completion of training

6. Remuneration and invoicing