

Terms of Reference

Conflict analysis and Conflict Management trainer

Assignment: Training in analysis and conflict management to community-based structures

Grade: Consultant

Line Manager: Community Safety Coordinator

Location: Tripoli or remotely depending on COVID-19 restrictions

Time frame: 14 working days

Expected start date: Early October 2021

1. Introduction and Background

Danish Refugee Council (DRC) is an international non-governmental organisation which promotes and supports durable solutions to the problems faced by refugees and internally displaced people all over the world. Danish Demining Group (DDG) is the technical specialized unit of DRC, working to protect conflict affected communities. To that end, DDG aims to improve safety, strengthen community resilience and build local capacities to reduce and remove weapons-related risks and factors that may result in use of weapons.

DRC has been operational in Libya since 2011 providing basic assistance and protection services to safeguard the dignity, safety and wellbeing of Libya's most vulnerable and at-risk populations including migrants, refugees, asylum seekers, Internally Displaced Persons (IDPs), returnees, and host communities. DRC's interventions include protection assistance, legal aid and management of informal settlements, shelter assistance, multi-purpose cash assistance (MPCA), food and non-food item distribution, economic recovery, community safety initiatives, and humanitarian mine action. DRC and DDG currently have offices in Tripoli, Benghazi, and Sabha.

DRC-DDG programming aims at empowering communities to addressing tension and issues holistically, investing in analysing the full system of dynamics that cause tension within and across communities and fuels insecurity. DRC-DDG will therefore establish two Conflict Prevention Committees within two Mahalla in Tripoli.

The organization seeks an external consultant to conduct a conflict analysis and conflict management training for the Conflict Prevention committees in Tripoli to reinforce their understanding of conflict dynamics, conflict analysis and conflict management skills, whilst creating spaces of dialogue for the communities to address conflict in their area. The training is foreseen to strengthen the ability of the Committees to understand and analyse their context and understand the dynamics and interactions of different stakeholders in order to avoid negative impacts and maximize positive impacts on conflict and peace.

2. Consultancy objectives

In coordination and cooperation with the project staff and supervised by Community Safety Coordinator, the consultant will be expected to design and deliver two training sessions in Arabic. Session 1 is a four-day training on conflict analysis and sessions 2 is a four-day training on conflict management. The trainings are addressed to the members of Conflict Prevention Committees and other relevant partners established in two locations where the project intervenes.

The training should give participants a foundational understanding of conflict analysis and conflict management practices, provide an overview on relevant and applicable tools, and enable participants to address tension and create a space for dialogue and reconciliation.

3. Consultancy scope

DRC-DDG is seeking an Arabic speaking expert, with excellent facilitation skills, proven experience working on conflict management, conflict analysis and conflict prevention and a demonstrable track record of undertaking conflict analysis and conducting trainings in conflict management.

4. Methodology

Using DRC-DDG's established conflict analysis and conflict management learning material (available only in English and some in Arabic), the selected consultant will be fully engaged in the process of adapting the specific training session and will ensure effective rollout of the already established DRC-DDG methodologies and materials. The consultant will also be welcome to put forward additional materials that has shown to be successful in similar trainings.

5. Deliverables

Collaborate on design and adaptation of the training content and methodology, including from English to Arabic

- Consult with DRC-DDG project teams
- Provide feedback on the DRC-DDG training material and adapt to the two specific trainings

Deliver the four (4) day conflict analysis and four (4) day management training

- Prepare relevant material for the training
- Plan potential co-facilitation with DRC-DDG staff member
- Facilitate theoretical sessions and practical exercises aimed at ensuring participants' understanding of conflict sensitivity approaches

Report on training outputs and outcomes

- Write a training report in the approved DRC-DDG template in English, including:
- In-depth feedback and recommendations for ongoing learning and mentorship of committees

6. Timeframe

Consultation with DRC-DDG staff and feedback on training material	1 day
Preparation for training sessions	4 days
Training delivery	8 days

Training report

1 day

TOTAL

14 days

Deadlines may be revised with consent of the coordinator. Deliverables are not considered final until approved by the DRC-DDG. One day of work is equal to 8 hours.

The training will be aimed at being held in person in Tripoli but may be held online.

Once the consultant is selected, initial consultations with DRC-DDG staff and the adaptation of the training content and methodology are expected to start ASAP and latest early October 2021. The consultant must be available to deliver the training during mid October 2021. The consultancy is expected to be completed by 31st of October 2021.

7. Consultant Qualification and Expertise

DRC-DDG is seeking an experienced consultant with the following expertise and skills:

Experience and Qualifications

- At least 5 years of experience delivering training
- At least 2 years of experience working on conflict analysis, conflict management, conflict resolution and conflict prevention
- Demonstrable track record of leading conflict management and analysis trainings for an international humanitarian organization
- Preferably knowledge and experience in working in the Libyan context
- A university degree in humanities, social science, political science, or related field

Skills

- Excellent verbal and written communication skills in English and Arabic
- Strong knowledge of interactive learning methodologies and adult learning methodologies
- Strong knowledge of virtual learning methodologies
- Strong knowledge of mediation and facilitation skills
- Knowledge and familiarity with virtual platforms, online tools
- Strong organizational skills

Qualities

- Highly self-motivated
- Results-oriented
- Attentive to details
- Dedicated to producing timely and high-quality output

8. We offer – payment schedule

DRC-DDG will offer the successful applicant a 14 working-days consultancy contract.

The proposed cost should cover all expenses. In case of in-person training in Tripoli, national or international travel and accommodation should be detailed; the training venue, catering and basic material and equipment for delivering the training will be provided by DRC-DDG.

9. How to Apply

a. Application TimeLine :

The RFQ schedule is summarized below:

Issuance of RFQ: 22/8/2021

Deadline for Questions : 27/8/2021

Answers to Question will be published on Libyan Investment : 31/8/2021

Applicant Submittals Due: 5th of September 2021 5PM TIP Time

Notification of Award: 10th of September 2021

b. Application Process :

Interested applicants who meet the required experience and qualifications are invited to submit the following documents to: RFQ.LBY.TUN@DRC.NGO no later than 5th of September 2021 at 5pm Tripoli Time and specify the subject: **DRC-LBY-TNS-RFQ-2021-014 - Conflict analysis and conflict management Trainer**

- CV with details of geographical location, qualifications, experience and names of three professional referees.
- Technical Portfolio including at least 3 examples of previous work experiences as a trainer (including details about the of participants trained)
- Annex A Financial proposal providing cost estimates of service fees (must be on the DRC RFQ Tender file) Specify below mandatory details:
 - Consultancy fees – daily rate and total
 - Transportation and accommodation costs (international and domestic) (lumpsum)
 - Other associated costs
 - **Grand total for financial offer**
- Annex B (DRC general conditions of contract) in attached documents acknowledged and signed.
- Annex C (supplier code of conduct) in attached documents acknowledged and signed.
- Annex D (Supplier registration form) completed and signed.

This call is open to Arabic speakers. Companies and individual consultant within Libya and Tunisia are encouraged to apply.

For any queries about the bidding process, please email sanne.bergh@drc.ngo and Copy rfq.lby.tun@drc.ngo

c. Assessment and award of Consultancy

DRC-DDG will evaluate the proposals and award the assignment based on technical and financial feasibility.

DRC-DDG reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder. Candidates who have submitted the required documents will be contacted for an interview with the panel to ensure their understanding of the consultancy services.

d. Selection Criteria

Evaluation is made on a technical and financial basis. The percentage assigned to each component has been determined in advance as follows.

The technical component will be evaluated using the following criteria:

Experience

- Demonstrable experience in facilitate training in the field of the present call (total weightage 30%)
- Experience in undertaking conflict analysis under conflict sensitivity lenses (total weightage 20%)

Qualification

- Qualified trainer and assessed in the 3 examples of previous training experience with over 25 participants (total weightage 20%)

Language

- Arabic mother tongue and experience in English speaking work environments (total weightage 10%)

Interview

- Selected candidates will be interview as part of the selection process (total weightage 20%)