



HRABRI telefon

Mali zaslužuju veliku pažnju.

UDRUGA HRABRI TELEFON
DRAŠKOVIĆEVA 72, 10 000 ZAGREB, HRVATSKA
TEL: (+385) 13793 000 EMAIL: INFO@HRABRITELEFON.HR

www.hrabritelefon.hr

TERMS OF REFERENCE

TRAINER OF TRAINERS in the CARING PROJECT

Location: Croatia – contract with Brave Phone, the contractor must be able to issue invoices with tax registration

Period: October 2023 – December 2024

Positions to fill: 2

Total work days: approximately 10 days / trainer

Deadline to apply: 29th of September 2023

Project background:

Terre des hommes Hungary, together with Terre des hommes Romania, Terre des hommes Greece, Brave Phone from Croatia, SAPI from Bulgaria and Association Roditeli Bulgaria launched a two-year EU-funded project entitled “**CARING: Challenging Social and Gender Norms To Reduce Violence Against Children in School**”. Started in May 2023, the project is implemented in four countries: Bulgaria, Croatia, Romania, and Greece with the aim to:

- prevent, combat, and respond to peer violence among children in schools by transforming social and gender norms and behaviors
- train teachers to become better prepared to deal with violence within school contexts and learn skills related to prevention of violence and gender-based violence
- create space for children to challenge social and gender norms that lead to peer violence and to become change makers able to develop sustainable solutions that address violence

The project will engage **eight schools** in each four countries (32 schools in total) and train a total of 64 facilitators (**16 per country**) from the targeted schools based on the tailored curriculum, who will end up training their colleagues in the schools they come from. The **trainer of trainers** will be responsible for **building the capacity of the facilitators** who will in turn conduct participatory activities with children and young people and other schoolteachers and professionals to prevent, combat and respond to peer-to-peer violence in and around schools and other educational settings (like afterschool) as well as to empower children to address the problem through their own solutions.



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Responsibilities of the Trainers:

- The 2 trainers will conduct **1 (one) training event** at the national level in Croatian, in Zagreb, in November or December of 2023, for 3 days, with a maximum of 8 hours of training per day, with 16 facilitators, and facilitate at least **5 follow-up webinars of around 1.5 hours** with the 16 facilitators on how to use the methodology developed to work with children and help reduce peer violence among children.
- The 2 selected trainers will **have their input taken** into consideration for the readjustment of the methodologies.
- The 2 selected trainers will support the facilitators, as needed, to **organize their peer-to-peer meetings in schools**. It is not necessary to be present at these events, but it is necessary to help the facilitators in case they need support with understanding the methodology or picking out issues and identifying solutions to discuss with their colleagues, particularly over email.
- The 2 selected trainers will support the facilitators and Youth Leaders in **organizing child-led initiatives**, 1 per each school. Once again, the physical presence of the trainers will not be necessary for this activity, but their support punctually responding to questions and offering guidance will be necessary for the facilitators and Youth Leaders in the schools, particularly over email.
- The 2 selected trainers will **take part in actions** as specified by the methodology, for example interviews or focus groups, as required.

Profile of the trainers:

- At least 3 years of demonstrated **experience as trainer** of professionals working in educational settings
- Proven **knowledge of child protection, violence against children** with a focus on **peer violence** among children, best practices in ensuring **child participation**, and child participatory techniques
- Comprehensive **understanding of the role of social and gender norms** in leading to violence against children, particularly peer-to-peer violence among children
- Fluency in **Croatian** and strong command of **English**

Deliverables:

- **1 training plan** for a 3-day training event with 16 facilitators in Zagreb, based on the adjusted methodology, to be provided at the latest at the beginning of November 2023.
- **1 training report** delivered after the training event with the 16 facilitators, including the date, location, number of participants disaggregated by target group / profession / gender, signed attendance lists for the in-presence event, documentation – including presentation and materials developed, synthesis of the evaluation report based on feedback from participants
- **1 final report** detailing the support given to the facilitators for the organization of the peer-to-peer sessions and final events – with their specific evidence (attendance lists), over the period of the contract



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Payment:

- The budget is **2500 euro per trainer**. The payment will be made after the deliverables are handed over (dependent on a signed document of final receipt and an invoice).

To apply:

Individuals or companies are invited to submit the following documents in English to Lana Marini at лана@hrabritelefon.hr until the 29th of September 2023:

The application will be comprised of the **Technical Offer** and the **Financial Offer**.

The **Technical Offer** will be signed on the last page by the legal representative, mentioning the company/NGO/PFA, name of the legal representative, date, signature, and will contain:

- Up-to-date CV of the trainer/s– max. 3 pages/CV;
- Example of previous relevant work carried out (if any, unless confidential or if it can be anonymized);
- Confirmation of legal registration (e.g. tax number, EU VAT number) of the applicant for providing relevant services and the ability to issue an invoice.

The Technical Offer will mention on the first page the following information:

Company/NGO/Offeror name, Address, Phone number, email, registration number, legal representative name, and function, contact person (if different) name and function, phone number and email, if different.

The **Financial Offer** will include the expected payment sum / daily rate of the trainer, based on the deliverables and the budget highlighted above.

Please include “CARING, Call for Trainers, your name and surname” in the subject line of the application email.

All applicants are informed that they must commit to respect and sign the relevant Brave Phone Child Safeguarding Policy documents.

Please note that only shortlisted candidates will be contacted for further steps.