



TERMS OF REFERENCE

Call for Consultants/Trainers (Open University for Citizenship)

BACKGROUND

The Project “**Open University for Citizenship**” aims at empowering marginalized communities to increase their awareness and engagement on civic issues, thereby achieving more direct democracy. A diverse network of partners will engage in awareness campaigns, the training, the production of innovative tools, and the mentoring of advocacy initiatives of Moroccan citizens. These actions will target **youth, women, and persons with disabilities (PWDs)** specifically, as these populations are systematically excluded from civic life and face supplementary challenges.

By acknowledging and supporting citizens’ **active role** in society, the Project will ultimately contribute to the reinforcement of Morocco’s institutions. The Project aims at engaging in meaningful and inclusive actions that will directly affect the marginalized communities and indirectly provide the tools for any Moroccan citizen seeking to leave a mark in their society.

OBJECTIVE

MIPA’s objective is to conduct six “Training for Trainers (T4T)” in six regions in Morocco. The primary objective of these T4T is to equip youth, women, and person with disabilities (PWDs) with tools and skills to become trainers in their local communities to increase their level of civic engagement and active citizenship. The T4T will consist of having a multidisciplinary curriculum that combines between the following themes:

- **Constitutions, Political Institutions, and Legislative process:** One day training or workshops that consists of introducing the historical backgrounds on the political institutions of the country in addition to an explanatory session to the legislative process, how laws are created, voted, promulgated, etc.
- **Public Policies:** One intensive day training on the analysis and the evaluation of the public policies, including the public policy cycle and the qualitative and quantitative analysis and evaluation.
- **Participatory approach and building advocacy campaign:** One day training that consists of introducing the concept of local participatory governance with a focus on Access to Information and how to build advocacy campaigns based on Access To Information Acts.

- **Soft skills:** one day training that consists of equipping the trainees with the necessary tools to be able to engage as trainers in their community including but not limited to Public Speaking, Moderation/facilitation skills, Lesson plan management.

MIPA is looking for **four** reputable and qualified different consultants with a track record of success in designing training curriculum for the “Training for Trainers” and delivering workshops for local communities including youth, women, PWDs within its project “**Open University for Citizenship**”.

The trainings will be scheduled as follows:

# Booth Camp	Covered regions	City of implementation
1	Meknes-Fes and L’oriental	Fes
2	Rabat-Sale-Kenitra and Casablanca-Settat	Rabat
3	Daraa-Tafilalt	Ouarzazate
4	TTAH	Tangier
5	Souss-Massa and Guelmim-Oued Noun	Agadir
6	BMK and Marrakesh--Safi	Marrakesh

Duration: four days for each T4T;

Target audience : 33 participants per T4T.

Each T4T will be planned as follows:

#Day	Theme
Day 1	<i>Constitutions, Political Institutions, and Legislative process</i>
Day 2	<i>Public Policies</i>
Day 3	<i>Participatory approach and building advocacy campaign</i>
Day 4	<i>Soft skills</i>

DELIVERABLES

- Develop a training curriculum to be used in one of the designed in the T4T;
- Deliver at least six training session based on the given themes;
- Work plan for developing the training, including strategy and proposed methodologies, as well as quality assurance plan;
- Final report on the implementation of the tasks after finishing the training;
- Support the M&E officer in the pre-post surveys.

REQUIRED SKILLS AND EXPERIENCE

- Minimum university degree in Social Science or another relevant field;
- Extensive knowledge of civil society sector;
- Extensive experience on building capacities;
- Be a reputable with at least 5 years of prior experience in delivering training and workshops in similar subject;
- Familiarity and relevant experience in working with local NGOs and good knowledge with issues of local communities;
- Excellent inter-personal communication skills including experience of facilitation of trainings/workshops and presentation;
- Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques, and systems of project management;

DURATION AND TIME FRAME

- The duration of this consultancy is expected to be from 1st December 2022 to 15th March 2023 with possibility of extension.
- Each T4T will be implemented for four days, considering one day for each theme as mentioned above. The consultant can apply for more than theme.
- The trainer will have to implement six trainings per theme based on the given schedule above.
- The consultant should be willing to attend and commit to MIPA's schedule considering the T4T will be implemented in 6 regions in Morocco with a duration of four days for each training.

DOCUMENTS TO BE INCLUDED IN THE PROPOSAL

MIPA invites interested consultants to submit the following documents, **before 6th October 2022**:

- A summarized description of the scope of work and the intended methodology to be used as well as a tentative work plan including activities and time frames.
- A portfolio of previous work or an example of similar pieces of work completed recently;
- CV of the consultant;
- A financial proposal to address the work.

Please submit proposals to contact@mipa.institute with the subject line: "Training for Trainers Application" (Open University for Citizenship). All proposal needs to be submitted before 6th October 2022.

P.S: All questions regarding this TOR must be submitted to contact@mipa.institute (with m.harmouch@mipa.institute and m.masbah@mipa.institute in copy).