The Bishesta campaign: Lead facilitator Terms of Reference

Background

WaterAid and the London School of Hygiene and Tropical Medicine (LSHTM) did research into the barriers that people with disabilities face when they are menstruating in Kavre. The research showed there is not enough information or support on menstrual hygiene management for people with intellectual impairments.

The Bishesta campaign aims to address this. The campaign consists of three training modules and household monitoring visits. The training modules will be delivered to groups or in the homes of people who are unable to attend the group sessions. Every household will be visited to monitor their progress in adopting the key behaviours.

Main purpose of the role

To manage and deliver the Bishesta campaign according to plan and quality standards. This includes leading six group training events with a four support facilitators, providing ongoing supervision and coaching to the support facilitators; providing household training for people unable to attend the group sessions, conducting process monitoring across all participants, communicating regularly with the campaign manager and suggesting ways to improve the training package.

Key responsibilities

1. Pre-test the campaign materials by:
   - Identifying 3 carers and 3 young women with Down Syndrome to test the materials with
   - Translating from English to [local language] and vice versa
   - Support the facilitation of small group work
   - Manage logistics, including locating a venue and arranging food, drinks and stationery

2. Have a deep understanding of the Bishesta campaign by:
   - Actively participating in the campaign facilitator training course
   - Having an in-depth knowledge of the campaign training manual

3. Follow [organisation's[1]] ethics procedures and ensuring the support facilitators do the same at all times. This includes:
   - Maintaining privacy and confidentiality of participants at all times
   - Ensuring any interviews take place in a private room

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[1] If the campaign is being run by an organisation, you will need to insert that organisation's name where indicated as [organisation] in the Terms of Reference

- Ensuring people with intellectual impairments are given the option to be interviewed with their carer
- Ensuring facilitators buddy up when visiting households
- To protect participant's identities, ensuring personal copies of data collection forms are deleted when they have been sent to the lead facilitator
- Partaking in [organisation's name] programme on child safeguarding and completing a child safeguarding declaration prior to working on the campaign

4. Manage the day to day implementation of the Bishesta campaign by:
   - Identifying the campaign support facilitators
   - Identifying 10[2] households that include females with intellectual impairments, and carers for involvement in the campaign
   - Inviting participants to all training events and reminding them of dates when necessary
   - Managing and leading three training modules across six group sessions
   - Ensuring the campaign is delivered as intended and as set out in the campaign training manual
   - Identifying households unable to attend the group training sessions and arranging for the facilitation team to visit their homes and conduct the training modules with the participants
   - Managing the facilitation team to visit all 10 households and monitor progress against identified campaign indicators
   - Ensure respectful and positive interactions with participants at all times
   - Supervising, supporting and coaching the four support facilitators
   - Ensuring facilitators buddy up to ensure no training content is missed
   - Developing good working relationships with the campaign team

5. Managing budget and logistics related to the delivery of the campaign [insert your campaign budget in an annex. Include top level details in the following bullet points][3], including:
   - A budget of [XXXX] to pay for the facilitator training course related costs (food, stationery, transport for participants, accommodation of the people participating)
   - A budget of [XXXX] for related expenditure for pre-testing the campaign components
   - A budget of [XXXX] for related campaign costs (food, stationery, transport, venue hire, accommodation for the facilitation team)
   - Recording expenditure and keeping receipts for submission to [organisation]
   - Arranging transport for facilitators to the venue
   - Arranging accommodation for the facilitators during campaign activities

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[2] Insert your target number of participants
[3] Annex 2 contains the campaign budget

- Arranging transport during the visits to households for the facilitation team
- Arranging food and drink for the pre-testing campaign components, facilitator's training, group training sessions, household training and monitoring visits

6. Ensure accurate completion of all process monitoring tools by:
   - Ensuring the accurate completion of attendance sheets, provision of the Bishesta campaign form, monitoring indicator form and monitoring checklist form after each training event
   - Ensuring data is entered, uploaded correctly and shared with [organisation]

7. Establish and maintain excellent communication with [organization] by:
   - Regularly communicating with [organisation]
   - Keeping a timesheet of days worked and activities completed
   - Approving timesheets of the facilitation team prior to submitting them to the campaign manager

8. Perform miscellaneous job related duties as assigned

Key deliverables

1. Pre-tested campaign tools and recommendations for adaptation
2. Completed training of trainer course
3. Completed [organisation] programme on child safeguarding
4. Completed child safeguarding declaration prior to working on the campaign
5. 10 people with an intellectual impairment, and their carers identified
6. Participants invited to join the campaign
7. Delivered three training modules to 10 people with an intellectual impairment and their carers
8. Two monitoring visits conducted across 10 participant's households between [insert timeframe]
9. Process monitoring data recorded and uploaded throughout the campaign

PERSON SPECIFICATION

Experience required

- Leading and coordinating group training sessions
- Working with disabled people and their carers
- Experience of applying safeguarding procedures
- Guiding a team of staff
- Experience of working with people with intellectual impairments, and adapting communication style for people with different impairments
- Effectively working remotely with a manager and delivering high quality outputs within the agreed timeline

Skills

- Empowering and supportive management and leadership skills
- Proven experience of monitoring and reporting on the delivery of an intervention
- Strong facilitation skills and 'can do' attitude
- Excellent organisation and programme coordination skills
- Excellent communication and interpersonal skills, as well as an ability to work independently
- Excellent attention to detail
- Computer literate

Annex 1. Campaign budget

Please include campaign costs in the budget sheet below

SN	Particulars	Unit	Rate	Amount NPR	Fixed/actual costs
Campaign budget					
1	**Consultancy**				Fixed
1.1	Lead Trainer				Fixed
1.2	Support Trainer				Fixed
1.3	Support trainer				Fixed
1.4	Support trainer				Fixed
1.5	Support Trainer				Fixed
	Total days				
2	**Pre-testing campaign components (1 day)**				Actual
2.1	Food				Actual
2.2	Stationery				Actual
3	**Facilitator's training course (5 days)**				Actual
3.1	Food				Actual
3.2	Stationery				Actual
3.3	Transportation-participants				Actual
3.5	Accommodation of training team				Actual
4	**Group training sessions (6)**				Actual
4.1	Food				Actual
4.2	Stationery				Actual
4.3	Transportation-participants				Actual
4.4	Transportation & food-resource persons				Actual
4.5	Accommodation of resource persons				Actual
5	**Partner support costs - household visits and networking**				Actual
5.6	Transportation & food-resource persons				Actual
5.7	Accommodation of resource persons				Actual
	GRAND TOTAL				

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WaterAid