

The Bishesta campaign: Support 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 support the delivery of the Bishesta campaign according to plan. This includes co-facilitating six group training events with a team of five facilitators; carrying out household training for people unable to attend the group sessions, conducting process monitoring across all participants, communicating regularly with the lead facilitator and collaboratively suggesting ways to improve the training package.

Key responsibilities

1. Have a deep understanding of the Bishesta campaign by:
 - Actively participating in the campaign facilitator's training
 - Having an in-depth knowledge of the campaign training manual
2. Follow [organisation's] ethics procedures at all times. This includes:
 - Maintaining privacy and confidentiality of participants at all times
 - Ensuring any interviews take place in a private room
 - 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
3. Support the implementation of the Bishesta campaign by:

- Supporting the lead facilitator to identify participants to be part of the campaign
 - Inviting participants to all training events and reminding them of dates when necessary
 - Co-facilitating three training modules across six group sessions
 - Ensuring the campaign is delivered as intended and as set out in the campaign training manual
 - Supporting the identification of households unable to attend the group training sessions visiting their homes to conduct the training modules with the participants
 - With the facilitation team, visiting all 10¹ households and monitoring progress against identified campaign indicators
 - Ensuring respectful and positive interactions with participants at all times
 - Buddying up with facilitators during all training and monitoring sessions to ensure no training content is missed
 - Developing good working relationships with the campaign team
4. Arranging logistics related to the delivery of the campaign, including:
 - Recording all expenditure and keeping receipts for submission to the lead facilitator
 - Arranging transport for facilitators to the venue
 - Arranging accommodation for the facilitators during campaign activities
 - Arranging transport during the visits to households for the facilitation team
 - Arranging food and drink for the pre-testing campaign components, facilitator training, group training sessions, household training and monitoring visits
 5. Ensure accurate completion of all process monitoring tools by:
 - Accurately completing attendance sheets, provision of the Bishesta campaign form, monitoring indicator form and monitoring checklist form after each training event
 - Entering the process monitoring data onto a spreadsheet and submitting it to the lead facilitator to cross-check
 6. Establish and maintain excellent communication with the rest of the facilitation team by:
 - Regularly communicating with the lead facilitator
 - Working with the lead facilitator to suggest improvements on the training sessions throughout the campaign
 - Keeping a timesheet of days worked and activities completed and submitting them to the lead facilitator
 7. Perform miscellaneous job related duties as assigned

¹ Insert your target number of participants

Key deliverables

1. Completed facilitator's training course
2. Completed [organisation²] programme on child safeguarding
3. Completed child safeguarding declaration prior to working on the campaign
4. The identification of 10 people with an intellectual impairment and their carers to be part of the campaign
5. Co-delivered three training modules to 10 people with an intellectual impairment and their carers
6. Two monitoring visits conducted across 10 participant's households with the campaign team between [insert timeframe]
7. Process monitoring data recorded and entered onto a spreadsheet throughout the campaign

PERSON SPECIFICATION

Experience required

- Delivering training or awareness raising activities
- Working with people with a disability and their carers
- Experience of working with people with intellectual impairments, and adapting communication style for people with different impairments
- Working as part of a team

Skills

- Good facilitation skills and 'can do' attitude
- Good organisation skills
- Excellent attention to detail
- Experience of applying safeguarding procedures
- Excellent communication and interpersonal skills, as well as an ability to work independently

² 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