

Terms of Reference (TOR) for Staff Debriefing Consultant - Kakuma

1. Introduction and Background

Lutheran World Federation/World Service (LWF/WS) is a faith-based humanitarian International Non-Governmental Organization operating programmes in emergency relief, rehabilitation and development in 32 countries worldwide.

In Kenya, LWF/WS works through its Kenya-Somalia program with operational field Area programmes in Kakuma, Dadaab, and Kismayu. LWF has been present in Kakuma since 1992 and works in the areas of pre-primary and primary education, Reception centers, Youth Protection and Development, Child Safeguarding, Social Cohesion, and Livelihoods.

The learners in the pre-primary schools are 8,349(4,348M, 4,001F) supported by 125(81M, 44F) teachers and 44,562(25,904M, 18,658F) in primary and junior schools supported by 642(522M, 120F) teachers.

In the Kakuma area programs, we partner with other agencies to support children by offering quality education, identifying and addressing child protection and safeguarding concerns, offering psychosocial mental support, and performing supervisory roles to national and refugee school staff. Therefore, staff capacity must be strengthened to safeguard against harm (intentional or non-intentional) that could be caused through the delivery of programmes or interventions. To ensure this, LWF is looking for a seasoned consultant with broad knowledge of staff team-building activities. The consultant will facilitate team-building actions for teachers to foster a positive and inclusive team culture that values diversity and encourages open communication. The consultant will also design and implement activities that promote collaboration, conflict resolution, and trust among team members.

Overall Objectives of the assignment

The overall objective of the team building activity is to support Primary and Junior school teachers to improve their well-being and motivation due to the harsh conditions they experience living in difficult contexts like Kakuma. Teacher well-being is important as it has a direct impact on learning.

LWF manages 21 primary junior and pre-primary schools in the Kakuma refugee camp this team-building activity must align the team with the organization's values and culture.

Objectives of the assignment

- To facilitate and deliver professional inclusive team-building activity for the national and refugee teachers in Kakuma.
- Analyze and assess complex situations, identify key issues and offer valuable insights and recommendations for improvement and motivation in the harsh working conditions.

Expected Deliverables and responsibilities of the consultant

- To deliver clear, easy-to-understand, and effective team-building sessions that incorporate a balance of structured activities, informal interactions, and opportunities for reflection to promote a positive team culture and improve overall team performance for the teaching staff.
- Provide an inception report, containing objectives, schedule, and methodology, team-building areas.
- Participant evaluation and conclusion
- Develop a final report outlining recommendations on staff team-building frequency, and further capacity development that may be needed based on observations.

Deliverables and responsibilities of LWF

1. Mobilize and ensure participants attend the team building activities according to the timetable provided by the consultancy team
2. Provide for financial arrangements stated in this TOR.
3. Provide for the location and space of team building;
4. Guidance and technical support as required throughout the team-building activity.
5. Comments and feedback on, and approval of, all deliverables within the agreed timeline.
6. Payment per the contract.

2. Approach and Methodology

The assignment will involve facilitating team-building activities for 720 teaching staff, from both pre-primary, primary, and junior high school. Due to the huge number of population and to ensure quality results, the 720 will be divided into three groups with two groups having 250 people and the other group having 220 people. The consultant is expected to provide highly participatory teambuilding activities to ensure the assignment is completed within the specified timeline. The participants include both refugee and

national staff of diverse age groups, genders, and persons with disability; therefore, delivery team building techniques should be appropriate. The sessions should be highly interactive and inclusive in addition to maintaining ethical and legal guidelines.

Location of the debriefing

The training will take place in Kakuma. LWF will procure the training venue

Duration of the training

The schedule for the consultancy will be as follows:

The consultancy duration is 3 days, with one day allocated for each group as described above. The consultant is expected to deliver the specified deliverables, which are subject to review by the consultant.

TIME	ACTIVITY
Day 1,2 & 3	Commencement of team-building activities
9.00 am-9.30 am	Arrival and Registration
9:30 – 10:00 am	Welcome address, Icebreakers, and group allocations
10 am - 12:pm	Team building Activities
12 pm - 1 pm	Workshop Session 1 (e.g., Group challenges, communication skills, etc.
1 pm - 2 pm	Lunch
2:00 pm - 2:30 pm	Free Time / Networking/departure
3 pm – 5 pm	Finalization of activity report.

The consultant will be line-managed by the Kakuma area manager, Area program technical lead and Education technical lead.

Competencies, Skills, and Qualifications

- Certifications in team building, coaching, or relevant areas (e.g., Certified Professional Facilitator (CPF), Certified Coach, etc.) are highly desirable.

- Understanding of psychological principles related to team dynamics, motivation, and behavior.
- Flexibility to adapt activities and approaches to meet the specific needs of different teams.
- Experience working in the refugee community, and working in partnership with local organizations to affect and implement changes in child safeguarding.
- Excellent grasp of the best current practices in terms of mental health.

How to apply

Review of EOIs will begin as soon as they are received, and only complete applications will be considered. In the event that an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

Interested candidates, who meet the above requirements, should submit their expression of interest through email to procurement.kakuma@lutheranworld.org with the subject line “**Team building Consultant**”

Application Deadline: **19th August 2024.**