



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

TERMS OF REFERENCE

For Consultant providing tutoring and facilitation services – Safe Access to Fuel and Energy (SAFE) Learning Programme for UNHCR

Terms of Reference:	Consultant
Project Title:	Providing tutoring and facilitation services – Safe Access to Fuel and Energy (SAFE) Learning Programme for UNHCR
Job Title:	SAFE Learning Programme tutor (Consultant)
Organisation:	UNHCR
Duty Station:	home-based
Duration:	30 days over a period of 4 months
Starting Date:	20 June 2016
Contract Type:	Individual Consultant (IC)

SAFE Learning Programme is a blended learning programme, comprising workbooks, assignments, on-line self-assessments and on-line training sessions. The aim of the programme is to strengthen the ability of UNHCR staff to support persons of concern in understanding and appreciating the need for reliable access to and improved the use of energy in refugee and IDP situations.

The learning programme will capitalize on the development of the Global Strategy for Safe Access to Fuel and Energy (SAFE) 2014 - 2018. The SAFE strategy emphasizes the importance of capacity building activities to equip individuals and organisations with the relevant skills and knowledge.

The Learning Programme consists of six modules:

- Module 1 – Introduction to Energy in Refugee and IDP Situations
- Module 2 - Energy Technologies
- Module 3 – Fuels and Renewable Energy
- Module 4 - Energy Techniques
- Module 5 - Energy and the Environment
- Module 6 – Assessment, Monitoring and Evaluation

Responsibilities:

The tutoring system is one of the main assets of the course. The tutor is required to provide substantive feedback on the individual tasks that staff members upload in their assignment module. Tutors access the assignments and provide feedback directly in the assignment module.

Assignments:

SAFE learning programme modules	Assignments that require e-coaching
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1	No assignment
2	Yes
3	Yes: Part 1 Part 2 to be elaborated at home but feedback is provided at workshop
4	Yes: Part 1
5	No assignment
6	Yes

The consultant could be home-based. The assignment will entail frequent consultation with relevant UNHCR officers in the Environmental Management Unit and learning specialists/course administrators in Global Learning Centre (GLC). The consultant will regularly report to the Senior Environmental Coordinator who will also validate the work produced by the consultant. A more detailed work plan and travel schedule, if necessary, will be arranged and documented with the reporting officer/hiring manager upon hire.

Expected involvement of role of the incumbent:

1. Preparation: 20-24 June 2016

Familiarize himself/herself with the course material, course structure and with the assignments
Be able to navigate in the Assignment tool (training will be provided by the GLC).

Expected time investment: 12 hours

2. Providing feedback to approximately 30 course participants within four days on their assignments using the Assignment tool during the course. There are four mandatory assignments in the course. Marking guide will be provided.

Tutoring deliverables:

- Provide personalized and detailed feedback for each assignment on line in written format
- Use UNHCR assignment platform for tutoring and communication
- Tracking the participants' individual progress through the programme.
- Proactively notifying UNHCR of participants who are falling behind or are losing contact.
- In contact with course administrators sending course communications, as well as reminders and warnings to participants about deadlines.
- Amend if needed the tutoring guide

Expected time investment: 120 hours - an hour/assignment and 4 hours of progress tracking

3. The content of the three-day workshop should be worked on with Environmental Management Unit in UNHCR Geneva at a stage when consultant is in a position to know the capacity of the trainees. The workshop content will be developed jointly with UNHCR.

Tutoring deliverables:

- Provision of facilitation at the workshop
- Compile facilitator guide

Expected time investment: 80 hours of preparation and 24 hours of co-facilitation

Requirements:

- Post graduate qualification in Environmental studies, Migration studies, or other relevant qualification.

- At least five years of relevant experience, including direct experience with environmental management, preferably in humanitarian context.
- Familiarity with the Global Strategy for Safe Access to Fuel and Energy (SAFE) 2014-2018.
- Proven experience of project management, including the design and implementation of capacity building activities in the field of environmental management.
- Previous experience desirable: work with UNHCR and work in challenging field environments.
- Sound tutoring and presentation skills.
- Practical IT skills.
- Fluency in written and spoken English.

Competencies:

- Strong interpersonal skills and communication skills in a multi-cultural setting;
- Flexibility;
- Proven management and leadership capability;
- Team player;
- Ability to work effectively with minimal supervision;
- Good analytical skills;
- Ability to complete tasks within a set time frame.

Location:

The consultant could be home-based. The assignment will entail frequent consultation with relevant UNHCR officers in the Environmental Management Unit and learning specialists/course administrators in Global Learning Centre.

The 3-day workshop is likely to be held in Budapest, Hungary.

To Apply:

Interested applicants should submit their letter of motivation and an updated Personnel History Form (P11) to environment@unhcr.org. The deadline for applications is 18 June 2016.