



Livestock Emergency Guidelines and Standards

Livelihoods-based livestock interventions in disasters

Website: <http://www.livestock-emergency.net>

Email: coordinator@livestock-emergency.net

Postal Address: c/o Tufts University

PO Box 1078

Addis Ababa

Ethiopia

LEGS TRAINING COORDINATOR: TERMS OF REFERENCE

BACKGROUND

The *Livestock Emergency Guidelines and Standards* (LEGS) are a set of international standards for improving the quality of livestock programs in humanitarian disasters. The LEGS Project was initiated in 2006, in response to concerns that livestock responses in emergencies were frequently inappropriate, poorly designed and/or delivered too late to be of assistance.

LEGS is overseen by a Steering Group, made up of individuals from the African Union, the Food and Agriculture Organization of the United Nations (FAO), the International Committee of the Red Cross (ICRC), Tufts University and Vetwork UK, supported by a LEGS Coordinator. Following broad consultation with a global mailing list of over 1700 contacts, the LEGS handbook was published in 2009.

Following publication of the guidelines the LEGS Project obtained funding for a second phase, which focused on training and awareness-raising, together with translation of the LEGS Handbook into French, Spanish and Arabic. The third phase, with a similar focus on expansion of the training programme and awareness raising, has just been funded.

THE LEGS TRAINING PROGRAMME

In 2009/10 a global Training of Trainers (TOT) programme was developed, based on a 3-day training course. The TOT courses are delivered by the LEGS Training Team, consisting of six consultants supported by the LEGS Coordinator. Since then, eight regional TOT courses have been carried out, resulting in a total of 145 LEGS Trainers. These LEGS Trainers become a resource for their country and organisation, and to date have between them carried out 57 LEGS Training Courses (without financial support from the LEGS Project), reaching a total of 1,156 participants in 16 countries of Africa and Asia.

A short, half-day training and awareness-raising module has also been developed, aimed at donors and decision makers, which has been tested in several locations.

The LEGS Training materials (both the TOT curriculum and the 3-day module) have been translated into French, Spanish and Arabic. Thus far, one TOT has been carried out in French, in West Africa, and another is scheduled to be held in Spanish, in Mexico in February 2012.

Funding has been obtained to carry out a further eight regional TOT courses over the next two years. This may include courses in Spanish and Arabic, as well as in French.

LEGS TRAINING COORDINATOR

To-date, the LEGS TOT courses have been organised by the LEGS Coordinator and the LEGS Administrator (both currently based in Addis Ababa). Funding has been secured in the current phase to enable the contracting of a part-time LEGS Training Coordinator, to focus on organising and supporting the LEGS Training Programme in the current third phase.



Key tasks will be as follows:

- To organise, with the support of the LEGS Administrator, the planned TOT regional courses for the third phase of LEGS, including:
 - Identifying suitable partners/hosts in the TOT regions who will provide local support to the TOT courses
 - With the partners/hosts, identifying suitable venues and accommodation
 - Overseeing the advertising of the TOTs through the mailing list, website and other channels and finalising the application forms
 - With the support of the LEGS Administrator and LEGS Coordinator, selecting participants for each TOT based on the applications received.
 - Finalising the training materials (the training materials are prepared by the whole team, but require minor adjustments for each TOT, depending on the region and the case studies required) and ensuring the relevant trainers have the up-to-date materials in the appropriate language
 - Organising the handouts and other documentation for the Administrator to print and photocopy; and for copying onto flash drives for the TOT participants; and following up with the host focal point on the production of the material to ensure quality
 - Reviewing the training report and evaluation following each TOT, and keeping a file of such information
 - Adding the evaluation report and photographs and other information to the LEGS website
- To organise, with the support of the LEGS Administrator and in liaison with the LEGS Coordinator, short half-day orientation courses in each of the regions where a TOT will be held:
 - Preparing and adjusting as necessary the materials for the relevant trainer
 - With the relevant trainer, liaising with partners and interested participants for the orientation
 - As required, booking a venue
 - Collating and filing feedback and evaluation reports from orientation courses
- To maintain the LEGS Training Database and list of accredited LEGS Trainers
- To participate, as required, in planning processes for the overall LEGS Training Strategy
- To support other training and awareness raising activities of LEGS that may arise
- To prepare reports on LEGS training activities according to the agreed schedule

PERSON SPECIFICATION

The successful candidate will have the following:

Skills and Expertise:

- Five to ten years experience in developing regions working on development or humanitarian programs
- Experience with designing and implementing adult training programs, especially those based on participatory learning
- Knowledge of the Sphere handbook and associated training programs, and/or LEGS.
- Good communications skills in written and spoken English, and able to communicate in French and/or Spanish
- Good organisational skills, especially related to training events in developing regions
- Ability to work without direct supervision, and to work at a distance as part of a global team

Other information

The Training Coordinator will be contracted as a consultant by Vetwork UK and will report to the LEGS Coordinator and supported by the LEGS Administrator. A regular number of days per month will be negotiated, depending on funding. Residence in east Africa is an advantage but applicants based elsewhere will be considered, for remote working. Some international travel may be required, to support selected TOT courses or attend planning meetings. The anticipated start date is 1st April 2012. For more information please contact the LEGS Coordinator (Coordinator@livestock-emergency.net).

APPLICATION PROCESS

Interested parties should send their CV and a covering letter to the LEGS Administrator (Admin@livestock-emergency.net) by 22nd February 2012. Shortlisted candidates will be notified by 1st March 2012.

