



LEGS REMOTE DELIVERY TRAINING COURSE: TOR FOR CONSULTANTS

BACKGROUND TO THE LIVESTOCK EMERGENCY GUIDELINES AND STANDARDS (LEGS)

The Livestock Emergency Guidelines and Standards (LEGS) are a set of international standards and guidelines for the assessment, design, implementation and evaluation of livestock interventions to assist people affected by humanitarian crises. The ultimate aim of LEGS is to improve the quality and livelihoods impact of livestock-related projects in humanitarian situations. LEGS is recognized and promoted by a growing number of donors globally, and is implemented by a broad range of operational organizations, including NGOs as well as international agencies such as FAO and ICRC.

The LEGS Handbook was first published in 2009, with the second edition in 2015. The LEGS Training Programme, which was initiated following the publication of the first edition, is based largely on a 6-day face-to-face (F2F) Training of Trainers (TOT) course which produces LEGS Trainers who can deliver a 3-day face-to-face course aimed at familiarising practitioners with the LEGS Handbook and LEGS Approach. Other resources have been developed to complement this, including: short introductory videos, a half-day awareness session and a shorter one-day training curriculum, and one e-learning module on gender. The LEGS training strategy is based on the delivery of regional and national level TOTs, creating a cadre of LEGS Trainers in as many countries as possible, who then roll out the 3-day course in response to local demand. There are now over 600 LEGS Trainers worldwide; to-date more than 9,500 people in over 50 countries around the world have been trained in LEGS.

The *Livestock Emergency Guidelines and Standards – LEGS* organisation is a non-profit entity registered in the United Kingdom, managed by a Board of Trustees and supported by a technical Advisory Committee made up of individuals from the Food and Agriculture Organisation (FAO), the International Committee of the Red Cross (ICRC), the Overseas Development Institute (ODI), Sphere India, and Tufts University.

LEGS REMOTE DELIVERY TRAINING

The Covid-19 pandemic has increased demand for LEGS Training to be delivered remotely, since face-to-face training is not feasible or appropriate in the current circumstances. At the same time, the recent Review of the LEGS Training Programme also recommended the diversification of LEGS training resources to include more online options, alongside the face-to-face courses.

LEGS therefore plans to develop a remote delivery training course (RDC), based on the 3-day F2F course. The aim and learning objectives of the RDC are the same as for the 3-day F2F course. The aim is to *build capacity to support the saving of lives and livelihoods among livestock owning communities affected by disasters*. The learning objectives are that at the end of the training participants will be able to:

- Describe and apply the LEGS four-stage approach to response
- Identify appropriate livelihood-based livestock interventions in emergency response
- Design and implement response interventions according to LEGS standards and guidelines

The RDC will be designed for delivery by existing LEGS Trainers, who have already completed a LEGS TOT.

The **content** for the RDC will be largely based on the 3-day F2F curriculum and the 1-day Fundamentals of LEGS course (which is a condensed version of the 3-day training). However, additional resources may also be included, both from existing LEGS materials, for example the short LEGS videos, and from other sources if appropriate. The proposed **participants** are the same as for these F2F courses, namely practitioners who are implementing livestock-based

emergency responses to support livestock keepers affected by crisis, including local government, local and international NGO staff.

The proposed **methodology** for the RDC will aim to replicate the participatory approach of the F2F training as much as is feasible and appropriate for remote delivery, using a mix of:

- online interactive workshops (based on estimated 3-4 sessions totalling 6-8 hours)
- self-directed homework/assignments (based on estimated 10-12 hours)
- pre-recorded slide presentations
- handouts
- dedicated webpage/message boards

The course will be designed for small groups of 10-15 participants to enable high quality support and interaction between the LEGS trainers and trainees. If possible and appropriate the methodology will allow for small groups of participants to be in the same room, while the trainer works remotely.

The online workshops will be designed to be delivered via zoom (or an equivalent platform) which allows for break-out groups, polls, whiteboards and other tools. Additional technology platforms will also be explored for possible integration into the RDC, including: Miro or a similar tool for online collaboration, the Word Press LMS plug-in for easy access to the RDC; and a dedicated webpage or d-group to facilitate interaction between the participants and LEGS Trainer.

When the RDC has been designed and pilot tested, a short **remote training induction course** will be developed to train existing LEGS Trainers in the delivery of the RDC, using similar adult learning methods as the F2F TOT, and using similar methods as the RDC, namely online interactive workshop (1 session totalling 3 hours); self-directed assignments (based on estimated 4 hours); possible pre-recorded slide presentations; handouts; and dedicated webpage/message boards. This induction course will be designed to be delivered by members of the LEGS TOT Training Team to existing LEGS Trainers interested in rolling out the RDC.

CONSULTANTS' TERMS OF REFERENCE

LEGS is therefore recruiting three consultants to develop and design the RDC and the induction course: a LEGS TOT member for course development (already recruited); a training designer for the remote methodology; and a technical support consultant. The first two consultants will work together to adapt the current 3-day and 1-day curricula into a remote training package, with the following deliverables:

- Training Outline (similar to existing LEGS F2F training outlines) with learning objectives, resources required, methodologies and timing for each aspect of the training, together with specific preparation and set-up guidance, and an overview of how the different parts fit together
- Slide sets (expected to draw significantly on the existing slide sets for the 3-day F2F training), with voice-over notes/script ready for pre-recording [LEGS will organise the voiceover recording]
- Homework assignments and pre-training assignments
- Handouts (expected to draw on existing 3-day training handouts)
- Administrative instructions
- Technical specifications and requirements

The technical support consultant will investigate and make recommendations regarding appropriate platforms and technology as outlined above, and provide technical support to the development and design consultants to ensure that the final package is appropriate and technically feasible for use by LEGS Trainers.

The first two consultants will also develop the remote training induction course designed to train existing LEGS Trainers in the delivery of the RDC, with the following deliverables:

- Short Training Outline
- Slide sets as needed
- Homework and pre-training assignments

- Handouts as needed
- Technical specifications and requirements

Timing: the technical support consultancy is expected to begin as soon as possible, with completion January 2021; while the RDC and induction design process will begin in January 2021 and should be completed by end February 2021. The pilot testing will take place in March 2021, after which both training packages will be finalised.

Interested parties should submit their CV and a brief expression of interest (max 1 page) to the LEGS Finance Manager by **14th December 2020**: info@livestock-emergency.net.

The detailed tasks and required competencies shown in the table below.

Role	Key Tasks	Required competencies	Duration
LEGS TOT Team member (already recruited)	<ul style="list-style-type: none"> • RDC: <ul style="list-style-type: none"> ○ Review the current 3-day and 1-day training curricula ○ Propose content to be included in the RDC, together with a spreadsheet showing how the remote content relates to the existing F2F content ○ Review of draft RDC package developed by the training designer ○ Make any adjustments required after the pilot testing process • Induction course:: <ul style="list-style-type: none"> ○ Identify new content required for remote delivery, including remote capacity building, and technical aspects ○ Identify any refresher adult learning material as appropriate ○ Propose draft structure for induction course to training design consultant ○ Final review of draft induction course package produced by training designer ○ Make any adjustments required after the pilot testing process 		
Training designer	<ul style="list-style-type: none"> • RDC: <ul style="list-style-type: none"> ○ With the support of the LEGS TOT Team member, develop a remote delivery methodology and training package for the RDC as detailed above ○ Submit an initial draft to LEGS for feedback ○ Finalise the draft ready for pilot testing ○ Make any adjustments required after the pilot testing process ○ Finalise the RDC training package in conjunction with the LEGS TOT Team member • Induction course: <ul style="list-style-type: none"> ○ With the support of the LEGS TOT Team member, develop a remote delivery methodology and training package for the induction course, as detailed above ○ Submit an initial draft to LEGS for feedback ○ Finalise the draft ready for pilot testing ○ Make any adjustments required after the pilot testing process ○ Finalise the induction course training package in conjunction with the LEGS TOT Team member 	<ul style="list-style-type: none"> • Background and at least 15 years' experience in developing participatory training materials • Experience in developing remote and blended training courses • Technical understanding and experience in online platforms 	RDC: 9 days; induction: 2 days Total: 11 days
Technical support consultant	<ul style="list-style-type: none"> • Review the potential platforms for delivering the RDC and the induction course, with particular attention to the potential challenges faced by LEGS Trainers in developing countries, and including appropriate technologies to support participant collaboration and communications such as message boards • Make recommendations to LEGS and the training designer consultant on appropriate platforms • Support the training designer consultant in the finalisation of the RDC and induction packages 	<ul style="list-style-type: none"> • Background and at least 10 years' experience in the technical aspects of online training course development • Understanding of humanitarian/development sector 	Up to 3 days