



Title: Training of Trainers Course

Objective:

To develop the skills and competencies of IDI internal Facilitators, they can effectively deliver training programs, design engaging learning experiences, and assess training outcomes. Other objectives include:

- Equip participants with advanced training skills and methodologies.
- Develop participants' ability to design, implement, and evaluate training programs.
- Ensure that participants can effectively communicate and transfer knowledge.
- Build a network of trainers who can support ongoing and future training initiatives.

Scope of Work:

1. Course Content:

- Principles of adult learning and instructional design
- Techniques for effective presentation and facilitation
- Development of training materials and resources
- Assessment and evaluation methods
- Handling diverse learning needs and styles
- Managing group dynamics and feedback

2. Target Audience:

- Experienced professionals who are transitioning into training roles
- Existing trainers seeking to enhance their skills
- HR professionals responsible for internal training programs

3. Training Methodology:

- Interactive workshops and role-playing
- Presentation and facilitation practice
- Group discussions and case studies
- Peer evaluations and feedback sessions

4. Duration:

- Total of 1-2 days (flexible based on bidder's proposal)

5. Location:

- To be conducted on-site at MKC- Makerere

6. Deliverables:

- Comprehensive training materials and handouts
- Certification of completion for participants
- Post-training feedback and evaluation report

Qualifications:

- Proven experience in delivering Training of Trainers programs
- Trainers with relevant certifications and industry experience
- Positive feedback and references from past clients

Evaluation Criteria:

Main locations:



- Expertise and experience of the training provider
- Quality and relevance of the proposed training program
- Cost-effectiveness
- Client testimonials and references

Submission Requirements:

- Detailed proposal including training methodology, schedule, and cost
- CVs of proposed trainers
- Examples of previous Training of Trainers projects

Deadline for Submission: 16th September 2024

Main locations: