

**Job description: IDPC Online Training Consultant**

**Reports to:** IDPC Regional Director: Asia

**Purpose:** To design, plan and implement a regional online training workshop and training fellowship programme covering topics relating to decriminalisation of drug use (and possession for personal use), including harm reduction and human rights approaches.

**Location:** Home-based, preferably in Asia

**Type of contract:** 2 - 3 months contract on a part-time consultancy basis from October to December 2020

**Responsibilities:**

***Design, plan and implement online training activities***

1. To design a regional online Training of the Trainers (ToT) workshop and training fellowship programme that is engaging, interactive, and participatory.
2. To draft the call for applications to participate in the workshop and programme, review applications received and identify participants, in consultation with the IDPC team.
3. To identify and make use of online training platforms and methodologies that are appropriate for the objectives of the training, and which take account of varying English language and technological capacity amongst participants.
4. To assist trainers with designing each session and preparing training resources including presentations, group activities and handouts, based on existing resources such as the [IDPC training toolkit](#).
5. To coordinate with participants and trainers to plan the training schedule, and other logistical and preparatory matters.
6. To facilitate and guide the training sessions, including providing technical inputs on ToT techniques to guide trainers and participants, during the workshop.
7. To develop evaluation tools to assess training effectiveness and prepare a summary report of the workshop and programme and their outcomes.

***Design and implement training fellowship programme***

1. To help identify and select workshop participants that will receive one of five fellowships. The consultant will work closely with each of the Fellows and provide mentoring support in their design and implementation of an online or in-person

training in their local context, including assessment of participants' existing knowledge and needs, adapting training materials and topics to the target group and evaluation of training outcomes.

2. To produce a report on the trainings conducted by each Fellow, including the local context, methodologies used and outcomes.
3. To support the IDPC team in coordinating with Fellows about contracting and payment processes.

### ***Communications and Networking***

1. To work with the IDPC team in promoting the training activities, such as drafting content for online stories and blogposts.
2. To set up and maintain a networking and learning platform for applicants. The platform can be used to provide useful resources, news updates, or inform participants of necessary logistical information related to the training. After completion of the training, the platform may be used for a trainer's group network and peer exchange of training experiences.

\*\*\*To apply for this consultancy, please submit an expression of interest by sending a cover letter, CV and two samples of your relevant work by **Wednesday 14 October 2020** to: Ms. Tae Wattanawanitchakorn, Programme Officer, e-mail: [pattamon@idpc.net](mailto:pattamon@idpc.net) \*\*\*