



THE ORGANIZATION OF AMERICAN STATES

Executive Secretariat for Integral Development
Economically Empowered Women for Equitable and Resilient Societies
| Women Economic Empowerment (WEE) Project

Training of Trainers Consultancy

Type of contract: Consultant

Duration: 3 months (extension possible subject to availability of funding)

Estimated start date: July 1, 2023

Remuneration: commensurate with experience, education, and location

BACKGROUND:

The Secretariat for Integral Development (SEDI) of the General Secretariat of the Organization of the American States (GS/OAS) is the development arm of the OAS which is mandated to support member states in the efforts to secure sustainable inclusive and equitable development as a foundation for democracy, security, social justice and progress. Central to the work of the SEDI is effectuating technical cooperation in all its modalities. A key initiative of the Secretariat is the Women's Economic Empowerment Project which is being implemented in six countries of the Organization of Eastern Caribbean States (OECS): Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, and Saint Vincent and the Grenadines, and as such, this consultancy opportunity is established in support of this project.

Duties and Responsibilities:

The consultant will support the planning, coordination, and implementation of the train the trainer program for the Eastern Caribbean countries.

Among other duties, the consultant will:

- Design the train the trainer program according to the stated guidelines.
- Facilitate virtually of the training for the selected cohort.
- Validate the trainers' ability to provide the training with quality.
- Provide a training report inclusive of evaluation conducted on the training.
- Deliver training materials and guideline for the trainers to use in training the women MSMEs must be included.

REQUIREMENTS:

Essential:

- Demonstrated experience in design, development and delivery of training programs.

- At least 7 years of experience in training trainer in business.
- Demonstrated technical know-how on the subject matter areas.
- Identification of individual trainer(s) and resource persons for specific sessions. The proposals should include the CVs of trainers.
- At least three References.
- Sample of work is essential.

TO APPLY:

Please submit:

- A cover letter.
- An updated CV or company portfolio.
- All essential documents and additional documents to support application.

By email to lfabien@oas.org with the subject "OAS WEE Training of Trainers Consultant". Applications will be accepted until June 16, 2023, at 5:30 pm US Eastern time.