

Terms of Reference (ToR)

Trainer / Facilitator for Data Collectors Technical Orientation

Item	Description
Project	Enhancing Institutional Capacities for Gender Equality and Women's Empowerment in Syria
Implemented by	TASTAKEL
In cooperation with	Finn Church Aid (FCA)
Funded by	UN Women
Expected implementation period	August 2026
Type of contract	Short-term service / consultancy contract linked to specific deliverables

1. Background

TASTAKEL, in cooperation with Finn Church Aid (FCA) and with funding from UN Women, is conducting a field study on the situation of women in Syria. The study will rely on field data collection through Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), questionnaires, and other approved tools.

TASTAKEL will recruit 24 Community Data Collectors from different geographic areas in Syria. Before starting fieldwork, selected data collectors will receive a technical orientation focused on the study methodology, ethical data collection, informed consent, confidentiality, data protection, Kobo or other approved digital tools, and reporting protocols.

TASTAKEL is seeking to recruit a qualified trainer/facilitator to design and deliver this technical orientation.

2. Objective of the Assignment

The objective of this assignment is to prepare selected data collectors to conduct field data collection in a professional, ethical, safe, and consistent manner, according to the approved methodology and tools.

3. Scope of Work

1. Review the study methodology, data collection tools, and orientation materials shared by TASTAKEL.
2. Prepare a practical orientation agenda and session plan for selected data collectors.
3. Develop training materials, exercises, role-play scenarios, and practical tools.
4. Train data collectors on KIIs, FGDs, questionnaires, and field documentation.
5. Train data collectors on informed consent, confidentiality, data protection, and do-no-harm principles.
6. Train data collectors on Kobo or any approved digital data collection platform, including form completion, submission, and correction procedures.
7. Conduct practical role plays and exercises to assess participants' readiness.
8. Support TASTAKEL in identifying data collectors who may require additional coaching or clarification before deployment.
9. Coordinate with TASTAKEL before, during, and after the orientation.
10. Prepare a brief orientation report, including readiness observations and recommendations.

4. Proposed Orientation Topics

The orientation should cover the following topics. Final content will be agreed with TASTAKEL and FCA before delivery:

- Overview of the field study and the role of data collectors.
- Ethical data collection principles.
- Informed consent and voluntary participation.
- Confidentiality and protection of personal and sensitive data.
- Do-no-harm, safeguarding, and safe response to sensitive issues.
- Conducting Key Informant Interviews (KIIs).
- Supporting or facilitating Focus Group Discussions (FGDs).
- Administering questionnaires and structured forms.
- Using Kobo or other approved digital data collection tools.
- Neutral note-taking, field summaries, and documentation standards.
- Reporting channels and escalation procedures.
- Data quality standards and common mistakes to avoid.
- Field readiness checklist and final Q&A.

5. Training Methodology

The trainer is expected to use a practical and field-focused methodology, including short explanations, demonstrations, live practice on digital tools, role plays, case scenarios, group exercises, and readiness checks. The orientation should prioritize practical application over theoretical discussion.

6. Expected Deliverables

Deliverable	Description
Orientation agenda and methodology	Detailed agenda including sessions, timing, methods, and practical exercises.
Training materials	Presentation, handouts, role-play scenarios, examples, checklists, and exercises.
Data collection practice exercises	Practical exercises for KIIs, FGDs, questionnaires, note-taking, and Kobo/digital form use.
Readiness checklist	Simple tool to assess whether data collectors are ready for fieldwork.
Orientation delivery	Delivery of the orientation to 24 selected data collectors according to the agreed format.
Orientation report	Summary of delivery, participation, readiness results, challenges, and recommendations.

7. Duration and Level of Effort

The assignment is expected to include preparation and review of tools, delivery of the orientation, readiness assessment, coordination, and reporting. The exact number of working days will be determined based on the final training modality and workplan.

8. Location and Modality

The orientation may be conducted online, in person, or in a hybrid format, depending on the locations of selected data collectors and logistical arrangements. The final modality will be confirmed by TASTAKEL in coordination with FCA, where relevant.

9. Reporting and Coordination

The trainer/facilitator will report to TASTAKEL's project team and coordinate closely with the technical team responsible for the study methodology and tools. The trainer must use only the approved study tools and should not introduce changes without prior approval.

10. Required Qualifications

1. Strong experience in field research, assessments, monitoring and evaluation, or data collection.
2. Proven experience conducting or training others on KIIs, FGDs, and questionnaires.
3. Familiarity with Kobo or similar digital data collection tools.
4. Strong knowledge of ethical data collection, informed consent, confidentiality, and data protection.
5. Experience working in sensitive contexts and applying do-no-harm principles.
6. Strong facilitation, communication, and coaching skills.
7. Fluency in Arabic.
8. Ability to produce clear training materials, practical tools, and reports.

11. Preferred Qualifications

- Previous experience with gender-related, protection-related, or women-focused research.
- Experience training data collectors in Syria or similar contexts.
- Familiarity with UN Women, FCA, or NGO data quality and safeguarding standards.
- Experience with remote or hybrid training delivery.
- Experience developing data quality checklists, consent scripts, or field reporting templates.

12. Ethical and Contractual Requirements

The selected trainer/facilitator will be required to:

1. Sign a service/consultancy contract with TASTAKEL.
2. Comply with TASTAKEL and FCA policies related to safeguarding, protection, confidentiality, anti-fraud, and code of conduct.
3. Maintain confidentiality of all project documents, data collection tools, participant information, and internal materials.
4. Avoid sharing any project-related information, photos, tools, forms, or materials without prior approval.
5. Disclose any actual or potential conflict of interest.
6. Respect participants' dignity, privacy, and safety during training and practical exercises.
7. Apply inclusive, gender-sensitive, and conflict-sensitive facilitation methods.
8. Submit all agreed deliverables within the agreed timeline and quality standards.

13. Application Requirements

- Updated CV.
- Brief technical proposal or training approach.
- Financial offer / daily rate.
- Sample of previous data collection training material, if available.
- References or evidence of previous similar assignments, if available.
- Availability during August 2026.

14. Suggested Evaluation Criteria

Criterion	Weight
Relevant expertise in field research, data collection, M&E, or assessments	30%
Proven experience training data collectors on KIIs, FGDs, questionnaires, and digital tools	25%
Knowledge of ethical data collection, confidentiality, data protection, and do-no-harm	20%
Quality of proposed practical orientation approach and methodology	15%
Financial offer and availability	10%
Total	100%