**INTERNATIONAL DISABILITY ALLIANCE**

**Application Package**

1. **Background**

**Position:** Training of Trainers (ToT) Responsible

**Description of the Organization:** The International Disability Alliance (IDA) is an alliance of eight global and six regional organisations of persons with disabilities. We advocate at the UN for a more inclusive global environment for persons with disabilities and their organisations. The Convention on the Rights of Persons with Disabilities (CRPD) is our touchstone. We are invested in ensuring that the 2030 Agenda and the Sustainable Development Goals are inclusive and in line with CRPD. We support organisations of persons with disabilities worldwide to take part in UN and international human rights processes and use international accountability mechanisms. With member organisations globally, IDA represents the estimated one billion people worldwide with disabilities. This is the world’s largest and most frequently overlooked marginalised group.

**Background:** Bridge CRPD-SDGs Training Initiative is an intensive training programme that aims to support DPO and disability rights advocates to develop an inclusive (all persons with disabilities) and comprehensive (all human rights) CRPD perspective on development, including the Agenda 2030 and its Sustainable Development Goals (SDGs), to reinforce their advocacy for inclusion and realisation of rights of persons with disabilities.

The Bridge CRPD-SDGs Training Initiative has been developed jointly by the International Disability Alliance (IDA) and the International Disability and Development Consortium (IDDC) and is supported by IDA and its members, IDDC members, agencies of international cooperation, and, to specific cycles, with the support from the Disability Rights Advocacy Fund (DRAF), the Ford Foundation and the Bridging the Gap Project.

The Initiative was devised to respond to the increased demand for training on the implementation of the CRPD and inclusive development, and how this links to achieving Agenda 2030 and the SDGs. It is a coordinated training investment, drawing from the resources and experiences of the IDA and IDDC networks and their members.

**Location:** where the candidate is based, preferably the Global South

**Gross Monthly Salary:** Subject to location and experience

**Length of position:**  One year with possibility for extension

**Position Start Date:** May, 2020

**B. Job advert**

**Mission**

At the moment, there are over 500 Bridge alumni, with over 120 facilitators. Those who are trained need support in accessing opportunities to build their capacities as facilitators and trainers, particularly those from underrepresented groups and those from countries and regions which are yet to have their own Bridge training cycles. While there is much support for Bridge CRPD-SDGs training cycles (Modules 1 and 2), the need to train trainers to play the important role of co-facilitators and lead trainers does not see an equal momentum. There is also a high demand for advanced trainings based on the Bridge methodology and on specific CRPD articles and themes.

Mandated by the Bridge CRPD-SDGs Steering Committee, the Bridge CRPD-SDGs ToT Responsible’s main mission is to support the consolidation of the Bridge CRPD-SDGs Training of Trainers (ToT) Process, by the organization of ToT modules and strengthening the ToT network towards ensuring global coverage of trained Bridge facilitators and supporting their trajectory towards being co-facilitators/trainers/lead trainers.

**Hosting and management of the Training of Trainers (ToT) Responsible**

In line with the objectives of Bridge CRPD-SDGs Initiative as a critical investment for capacity development of DPOs, and recognising the unique nature of IDA as a global network of DPOs, which offers facilitated access to DPO networks and synergies with activities mobilising its members (or members’ members), the Bridge ToT Responsible position will be hosted at the IDA Secretariat, however the location of the candidate is to be in their home country.

The Bridge ToT Responsible position is a full-time position at the IDA Secretariat, working as part of a collaborative team under the guidance and management of the CRPD-SDGs Coordinator and accountable to the Bridge CRPD-SDGs Steering Committee.

**C. JOB DESCRIPTION**

**Responsibilities**

1. **Strengthen the network of Bridge ToT at the global, regional and national levels**

* Establish and strengthen contacts with all ToT alumni of the Bridge CRPD-SDGs Training Initiative (post 2015) and ensure their inclusion in relevant mailing lists, WhatsApp and databases,
* Identify potential and interested alumni from previous Bridge cycles to participate in future modules A and B of the Training of Trainers process, particularly from underrepresented groups (in close consultation with WNUSP, WFD, WFDB, II, DSi, Sense International, among others) and to build their capacity as facilitators/trainers.
* Support the organization of Bridge ToT modules A and B on a yearly basis, simultaneously in English and other languages,
* Consolidate the curriculum for the ToT modules and other trainings which build on Bridge methodology and curriculum,
* Deliver Bridge and ToT modules as facilitator/co-trainer/lead trainer, when required,
* Promote opportunities to face-to-face meetings among Bridge ToT alumni, depending on available resources.

1. **Support the post training trajectories of Bridge CRPD-SDGs Alumni**

* In coordination with the Bridge team, identify the optimal trajectory according to each ToT alumni’s will and preference, areas of expertise and interest (e.g. facilitation in Bridge modules and other CRPD and SDGs trainings, UN monitoring processes, public policy engagement, etc), enabling access to opportunities which will strengthen their exposure to issues related to the Bridge CRPD-SDGs program,
* Facilitate the identification of complementary training opportunities for Bridge CRPD-SDGs ToT alumni engaging with IDA and IDDC member organizations at global, regional and or national levels,
* Support coaching and mentoring of Bridge ToT alumni and their assignments,
* Support linkage of the Bridge ToT alumni with IDA and IDDC members, when relevant, with the support of the IDA Programme Committee and the IDDC DPO Task Team, to explore opportunities of further exposure, including to fellowships.

1. **Support with timely documentation, reporting and communication**

* Support availability of ToT related curriculum and training materials in the languages and formats best suited to participants, including its quality adaptation for other trainings which is inspired by or uses Bridge methodology,
* Ensure the regular update and relevance of the ToT training materials through research on the relevant areas of Treaty Body jurisprudence, UPR recommendations, and reports produced by the UN Special Procedures and the Office of the High Commissioner for Human Rights (OHCHR),
* Support the development and sharing of quality learning materials to communicate about the Bridge CRPD-SDGs ToT process or any other training made or supported by the Bridge team,
* Identify alumni and other resources for the conversion of training materials into different languages and formats (in close consultation with WFD, WFDB, II, DSi, Sense International, among others)
* Ensure timely compilation and delivery of reports and updates about the ToT for dissemination and evaluation purposes, including by timely monitoring and reporting with data disaggregation by region, sex, age and disability, in close collaboration with IDA communication officer and IDDC coordinator
* Support the coordination of Bridge CRPD-SDGs outcomes’ periodic evaluations and ensure recommendations feed the review of Bridge CRPD-SDGs strategy,
* Oversee the certification process of Bridge CRPD-SDGs ToT alumni.

1. EMPLOYMENT SPECIFICATIONS

* Degree in human rights, international development, disability studies, development studies or a subject directly relevant to the position
* At least 5 years of work experience within the disability movement / sector, including at least 2 years of experience with the UN human rights system at national or global levels
* Sound knowledge in human rights reporting process before the UN system, and excellent knowledge of the UN Convention on the Rights of Persons with Disabilities
* Good knowledge of development agenda and dynamics and experience of working with multiple stakeholders
* Excellent English communication skills (oral and written)
* Competent in inclusive facilitation with evidence of working successfully in cross impairment work environment, particularly with under-represented groups
* Good sense of diplomacy and ability to solve problems using initiative and managing complex and multi-stakeholder partnerships
* Ability to work collaboratively, to multi-task under pressure during intense training period, as well as to respect multiple deadlines
* Excellent interpersonal communication skills
* Flexibility and capacity to work with limited supervision and a proactive attitude towards scoping work
* Knowledge of communication and information accessibility requirements under articles 9 and 21 of the CRPD
* Ability to work within a multi-cultural team in decentralized locations
* Demonstrated experience working with underrepresented groups of persons with disabilities

**Desirable:**

* Experience in project management and capacity development programmes
* Work and/or life experience in Global South countries, particularly working actively with disability movement
* Bridge CRPD-SDGs programme alumni
* Written and oral communication skills in either one (or more) of the following languages: French, Spanish, Portuguese, Arabic and/or Swahili

**Other considerations:**

* Daily access to high speed internet and a personal computer (laptop)
* Willingness and ability to work occasionally at non-standard hours, in different time zones
* Willingness to undertake at least 4 overseas travels (of 2 weeks’ duration each), during the year
* Enthusiasm to remain available on instant communication platforms such as WhatsApp to facilitate alumni participation
* Keenness to use free online translators to communicate with all Bridge Alumni in their native language
* Persons with disabilities are highly encouraged to apply, particularly from the underrepresented groups. Reasonable accommodation will be considered.

1. **Application Form**

* **Confidential**. All information given on the application will be treated in a confidential manner.
* **Please complete in type only.** Once completed, please return this form via email to [bridge\_platform@ida-secretariat.org](mailto:bridge_platform@ida-secretariat.org) indicating in the subject line: **“Job Application: Training of Trainers Responsible”**.
* In addition to this **completed form**, **please attach an independent essay to your application.** The essay should be written in English by yourself, should be around 5 pages in length and the topic should be related to the position you are applying to. Essays written in the past are also accepted. **We kindly ask candidates not to attach a separate CV or motivation letter to the application.**
* After receiving your application, a confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
* Closing date for receipt of applications: 19 April 2020.
* Only completed application forms will be accepted. Any applications received after the closing date will not be considered. Only shortlisted applicants will be informed about the next steps of selection process.

**1. Forename(s) or given name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**May we use this**?

**E-mail:**

**2. Education**

**General education** (schools from age 16)

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| **Name and address  of school** | **From/to** | **Qualifications obtained  (level and grade)** |
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**Further/higher education**

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| **Name and address  of college/university** | **From/to** | **Full-/ part-time** | **Qualifications obtained** |
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**3. Training and development**

**Please give details of any training courses attended which are of direct relevance to your application.**

**4. Membership of technical or professional bodies**

**5. Present and previous occupations**

**Please give details of your occupation(s) starting with the most recent. Please include any unpaid work that is relevant to the post and explain any gaps.**

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| **Employer's name and  address (please start with current/most recent)** | **From/to (month/year)** | **Position held including  brief description of your duties** |
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* 1. **Language skills, including sign language**

**6.1 Reading skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**6.2. Writing skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**6.3. Verbal skills**

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**7. Computer literacy**

**Please indicate your computer knowledge stating all the software programmes you are confident using.**

**8. Please explain how you meet the employment specifications and give us any further information about yourself that is relevant to this application. Please keep your response to one page.** (NOTE: This section of the application is one of the most important and will be considered as your motivation letter to the vacant position within our organisation)

**9. Supplementary information**

**What is your preferred reading medium? Please underline**:

Ordinary print/digital format

**10. If you were short listed for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter or signer? Please specify.**

**11. Have you ever been convicted of a criminal offence?**

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of at least two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.**

**A.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number: ………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**B.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number: ………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**C.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number: ………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed Date**