

**Terms of Reference**
**Role:** Master Trainer/ “Chief Mentor”

**Contract Duration:** 12 months, 3-month probation

**Start date:** April 2025

**About the Partner Organization: Sauti Ya Wanawake Pwani**

Sauti ya Wanawake Pwani (SYWP) is a women grassroots movement, it is the umbrella body to the many Sauti chapters that exist and operate in different counties within Coast region. The main aim of SYWP is to create a safe space for grassroots’ women to discuss issues that affect them and to become a forum that contributes to the fight for women’s and children’s rights. Sauti serves as a mouthpiece championing women issues and also building their confidence to challenge oppressive systems and advocate for change. Sauti promotes grass root women as decision makers, lobbyists and leaders and seeks to increase their participation at all levels of democratic governance.

**About the Initiative:** Nurture First works to build and improve “systems” that support home based childcare (HBCC) providers globally. This comprises instituting and changing policies, improving local and global practices that support HBCC Providers, and increasing recognition, funding and resources for the HBCC sector and Providers. The goal is to standardize care and elevate the sector to deliver outcomes that will impact children, women, GDP and wider society.

Beginning in Kenya, Nurture First - together with its partners - is piloting eight learning interventions in three Counties, aimed at understanding - through practice and intentional learning and evaluation - what works to uplift quality, improve affordability and enhance recognition of this critical sector.

**Assignment:** Nurture First has developed a Quality Improvement Road Map (QIRM) aimed at supporting HBCC Providers to reach their full potential as Providers providing nurturing care to children aged 0-3 years. The road map is built on four key domains of quality. The road map is delivered to randomized cohorts of Providers in each county by “community mentors”, who train, coach, and mentor HBCC Providers.

Sauti Ya Wanawake Pwani seeks a Master Trainer to support Community Mentors in Mombasa County. The Master Trainer will oversee the delivery of ToT for the community mentors, ensuring consistency, quality and effectiveness of training sessions for Mentors. In addition, the Master Trainer will design and coordinate an effective support program and ecosystem for Mentors to thrive, and be responsible for the continuous improvement of the Quality Improvement Road Maps. They will work closely with the Nurture First Project Officer, M&E Lead, and the Kenya Delivery Lead.

**Key responsibilities and deliverables**

	Key responsibilities	Detailed Description of the Task
1.	<b>Develop deep understanding and ownership of the QIRM training package</b>	<ul style="list-style-type: none"> <li>● <b>Examine and internalize all QIRM training manuals;</b> critically analyze and internalize QIRM training manuals</li> <li>● <b>Propose and undertake adaptation of the content and delivery approach,</b> ensuring it is culturally sensitive, relevant, relatable, and impactful for the target audience within the county. This will involve incorporating local case studies, examples, and language that resonates with the trainees and enhances their learning experience.</li> <li>● <b>Be responsible for the translation**</b> of QIRM training manual into the local languages</li> <li>● <b>Provide feedback to Nurture First and lead continuous</b></li> </ul>

		<p><b>improvement of the QIRM</b> - content, organization and flow, facilitation guide, information, education, and communication materials etc.</p> <ul style="list-style-type: none"> <li>● <b>Lead activities to sensitize local stakeholder</b> e.g. the County Working Group on QIRM content.</li> </ul>
2.	<b>Develop training and supervision plans for Community Mentors</b>	<ul style="list-style-type: none"> <li>● <b>Develop and implement a Mentor training plan and workplan</b> to include regular and impactful Training of Trainers (ToT); on-the-job shadowing; Mentor group meetings etc.</li> <li>● <b>Identify and collaborate with relevant stakeholders</b> to deliver the training plan through co-facilitation of relevant modules, recognition of Mentors etc.</li> </ul>
3.	<b>Lead Mentor performance evaluation, and continuous learning and improvement</b>	<ul style="list-style-type: none"> <li>● <b>Co-develop the mentor evaluation process</b> and tools with the Project Officer, and M&amp;E Lead</li> <li>● <b>Co-lead Mentor evaluation and continuous improvement</b> of Mentors E.g. Conduct spot checks to verify quality and effective of training of HBCC Providers by Community Mentors; Conduct training refreshers as defined in the training plan etc.</li> <li>● <b>Document learnings and recommendations for future iterations;</b> hold monthly meetings with M&amp;E Delivey Lead to provide feedback on implementation and recommendations to ensure progress towards program objectives</li> </ul>
4.	<b>Knowledge management and Communication</b>	<ul style="list-style-type: none"> <li>● Hold monthly learning and progress meetings with NurtureFirst and Partner teams</li> <li>● Participate in Cross-County learning calls/visit with other Master Trainers</li> <li>● Support Project Officer in developing Monthly and Quarterly reports</li> </ul>

### Qualifications and Experience

- Minimum Qualification of a Diploma in social science, education, early childhood development, social work, humanities, or a relevant field.
- Minimum working experience of 10 years in training facilitation, delivery and coordination.
- Demonstrable experience developing training support materials of high standards for different audiences
- Demonstrable experience leading coaching programs aimed at performance improvement
- Demonstrable experience in community mobilization/working with community-based organizations
- Knowledge of the early childhood development and childcare Sector
- Membership of relevant professional/occupational body (preferred)

### Essential Competencies

- **Strong facilitation skills:** This includes the ability to effectively lead and guide learning experiences. The facilitator should possess:
  - Excellent verbal communication and clear articulation.
  - Mastery of interactive activities, group discussions, and other participatory methods.

- Adaptability to diverse learning styles, ensuring all participants are engaged and able to learn effectively.
- **In-depth Understanding of Local Context:** The Master Trainer should have a deep understanding of the local culture, customs, and community dynamics. This includes familiarity with local challenges, opportunities, and resources that can be leveraged to enhance the learning experience.
- **Language Proficiency:** The facilitator must be fluent in both written and spoken English and Swahili.

#### Application

Applicants are required to submit a CV and cover letter (not more than one page) electronically by **21<sup>st</sup> March 2025** to the email address below: [info@sautiya.wanawakepwani.org](mailto:info@sautiya.wanawakepwani.org) with the subject line “Nurture First Master Trainer”.

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*Disclaimer: Sauti Ya Wanawake Pwani is an equal opportunity organization.*

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