

## Terms of Reference

### Implement a training of trainers course accredited by the British Institute of Leadership and Management (ILM)

**Subject:** Solicitations to implement a training of trainers course accredited by the British Institute of Leadership and Management (ILM)

The Institute for International Cooperation of the German Adult Education Association (DVV International) has been working in Jordan since 2010 to promote adult education as a tool for development. Its work and vision are based on supporting learning for development, promoting awareness among young people and job seekers to look for economic opportunities and engage in societal actions, as well as supporting the development of quality learning spaces for adults with governmental and non-governmental institutions.

The learning methodologies and tools used by the German Adult Education Association are based on an integrated set of organized participatory adult learning processes to empower local communities and improve their livelihood and living standards. This is done through interventions on three levels. First, support in developing adult education policies, legislation and directives. Second, building and strengthening the capacities of institutions in adult education and development. Third, training and empowering individuals in communities, especially among young people and job seekers. DVV International works to implement its action plans in partnership and cooperation with governmental and non-governmental institutions.

The Institute for International Cooperation of the German Adult Education Association (DVV International) is requesting a specialized consulting party accredited by the British Institute of Leadership and Management<sup>1</sup> to implement a training of trainers course according to the following criteria:

#### **Main tasks required:**

Action A: Carry out a theoretical training course

Action B: Practical training to prepare a training project by each participant and supervise its preparation.

Action C: Supervise the implementation of training presentation for training projects by each participant.

---

<sup>1</sup> <https://www.i-l-m.com/>

Action D: Evaluation and testing of trainees and granting certificates accredited by the British Institute of Leadership and Management to those who successfully pass the training.

Action E: Evaluate the training program, prepare the final report and submit it to DVV International.

The work and interventions required from the consulting party need to be accredited by the British Institute of Leadership and Management.

Implementation must take place during August 2026, as agreed with DVV.

It is expected that **16-20** candidates will participate in the training who are selected by DVV International. The above-mentioned tasks shall be carried out in the presence of DVV International representatives.

The training is to be carried out in a suitable location in Amman. Facilities have to be chosen in coordination with DVV International.

The consulting party prepares the plan and content of the training program which shall be agreed upon with the DVV International before implementation.

The duration of the training is up to 10 days, including (up to five days of theoretical training (Action A), up to 4 days of practical training for preparing training projects (Action B), 1 day of presenting the training project by each trainee (Action C and D)).

The consulting party undertakes the task of issuing certificates accredited by the British Institute of Leadership and Management for each trainee who successfully passes the test. The consulting party is responsible for carrying out all tasks related to implementation, coordination and follow-up, including the provision of a training hall in a hotel in the capital Amman (expected costs to be indicated in the financial offer).

**Expected results:**

The consulting party is expected to reach the following results:

- a) A training plan and program according to the requirements of the British Institute of Leadership and Management is successfully implemented with the candidates.
- b) A team of at least **16-20** qualified individuals in the training of trainers passed the assessment and test successfully, and each of them obtained a certificate for training of trainers issued and certified by the British Institute of Leadership and Management. In case of non-achievement, the consulting party shall provide an explanation.
- c) A detailed report on the training course, including among others observations on every each participant.

## **Requirements**

- a) The consulting party is accredited by the British Institute of Leadership and Management.
- b) The content of the proposed ToT must be based on the British Institute of Leadership and Management training program.
- c) The consulting party has good experience of at least 5 years in training.
- d) The trainers who will implement the training must hold a training of trainers certificate issued by the British Institute of Leadership and Management.
- e) The trainers hold at least a bachelor's degree.
- f) The trainers must be of Jordanian nationality.
- g) Any additional experience specialized in training or adult education fields will be awarded additional points.

## **Applications must be submitted both in Arabic and English. Applications must contain the following:**

- a) A complete proposal, submitting a detailed proposed action plan including the training curriculum and plan as well as copy of their ILM accreditation.
  - b) Provide a detailed implementation timeline.
  - c) Submit a comprehensive financial offer that includes all related costs
  - d) CV for the consulting party and for the trainers who will conduct the training.
- Proposals need to be submitted by 10 July 2026 (11:59 pm).

DVV International (the first party) contracts with the consulting party that is chosen (the second party) with the following:

- a) Preparing an implementation plan for work with a proposed timeline.
- b) Implementation of a theoretical training course on training the trainers accredited by the British Institute of Leadership and Management.
- c) Implementing practical training and supervising training projects and training presentations with the trainees.
- d) Implementation of assessment and testing for trainees and issuance of certificates accreted and ratified by the British Institute of Leadership and Management for those who successfully pass the training.
- e) Preparing a final report in both Arabic and English on the full implementation of the consultation.
- f) Willingness to start work immediately after selection and signing of the contract. Full commitment to the assignment is expected.

## **Timeline:**

- a) Deadline for proposals is 10/07/2026, 11:59 PM
- b) Studying proposals and interviewing the selected list by 20/07/2026.
- c) Final selection and contract signing 30/07/2026.

- d) Starting and finalizing implementation as agreed with DVV.
- e) Submitting final report in Arabic and in English according to the terms of the contract (no later than 15 September 2026)

Please send the above requirements to: **info@dvv-international.jo**.

Please write "Proposal to implement ILM accredited training of trainers" in the subject line.