

Trainer
Advanced training in leadership for regional leaders
and speakers

Terms of Reference

1. Introduction

DVV International is the Institute for International Cooperation of the German Adult Education Association (DVV). As a leading professional organisation in the field of adult education and development cooperation, DVV International has been committed to lifelong learning for 50 years and provides worldwide support for the establishment and expansion of sustainable structures in youth and adult education. We cooperate with more than 200 civil society, governmental and academic partners in over 30 countries in Africa, Asia, Latin America and Europe. Our country and regional offices shape local and regional cooperation and ensure the quality and effectiveness of our work in the partner countries. Our work focuses on literacy and basic education, vocational training, global and intercultural learning, environmental education and sustainable development, migration and integration, refugee work, health education, conflict prevention and democracy building. www.dvv-international.de

2. Background

DVV International's worldwide work is implemented by 10 - 12 seconded regional directors, each responsible for implementing projects in a region, with each region consisting of two to four partner countries. They are supported on the ground by local staff. In countries of the region where the regional management is not based, there are country offices, each of which is headed by a local country director. Furthermore, the project implementation is supported technically and administratively by officers and administrative staff at the DVV International headquarters in Bonn.

The seconded regional leaders thus hold a leadership position in which they are not only responsible for the content of the project work, but also for the correct administrative and financial processing of the projects. They are also the professional and disciplinary superiors of the local staff.

There is a rotation principle in the Institute. According to this, regional directors should not remain at one location for longer than five to six years, after which they return to the head office. Vice versa, officers from the head office should take over a position abroad after a certain period of time.

3. Performance description

DVV International is looking for a trainer or a team of trainers to prepare and conduct a training for the regional directors and officers from DVV International HQ (approx. 25 persons). The assignment includes:

- 1) Preparation of the content and methodology of the training in consultation with the Institute's management and an internal working group.
- 2) Implementation of the training on 29 and 30 August 2024 at AZK Königswinter (<https://www.azk-csp.de/>) in English
- 3) Feedback discussion with the Institute's management after the event.

The following main topics are foreseen for the event:

- Organisational culture and its implementation by the regional directors in the foreign contexts.
- Organisation of a regional office: Description of tasks, communication, controlling, personnel management and responsibility
- Dealing with conflicts in a multinational team
- Necessary assistance from headquarters: What is useful? In what form?
- Designing change processes in foreign environments

A maximum of 10 working days is planned for the services under 1, 2 and 3.

The performance period is March 2024 to October 2024. In case of commissioning, the modus operandi will be a service contract.

4. Evaluation criteria

- Proven expertise and practical experience in delivering training in English in the field of executive education, preferably for multinational contexts (50%).
- Knowledge and practical experience in development cooperation (20%)
- Knowledge and practical experience in leading multinational teams (20%)
- Budget (10%)

5. Application documents:

If you are interested, please apply electronically in the form of a PDF document by 23 October 2023 with the following documents:

- Curriculum vitae of the trainer(s) or team of trainers
- Description of the proposed approach
- budget

Please send your documents and any queries to Ms Janna Schriegel, Junior Consultant to the Institute Management (schriegel@dvv-international.de).

Bonn, 12.09.23