

## Terms of Reference for Trainers

### WeAlmaty project

#### Capacity Building Strand

The British Council, Almaty Akimat, Kazakh-British Technical University and Almaty Development Center are looking for six Almaty-based trainers from civil society organisations, local government, social enterprise and the private sector for a project to strengthen citizen engagement in Smart City development in the city. Trainers will take part in a training programme, which will include a UK study visit, before going on to run training workshops and providing on-going mentoring support to a wider pool of people to help develop their skills and capacities.

Trainers will benefit from the project by developing their own skills, experience and networks and will be supported in their learning

#### Project background and context

WeAlmaty project is funded by the European Union and is delivered by the British Council, the Almaty Akimat, Kazakh-British Technical University and the Almaty Development Centre.

Almaty – like Kazakhstan – is at a key stage in its journey to a progressive, equitable and ‘smart’ economy. The Almaty 2020 Strategy aims to realise a modern, international city, “comfortable for the life and work of citizens” and sees maximum involvement of civil society as a key principal for action – support for a “city of active citizens”.

The overall objective of WeAlmaty project is to help the city of Almaty achieve its 2020 development goals around culture, business and active citizenship through targeted development of civil society and citizen engagement.

The Capacity Building strand is one of four separate elements that make up the project. This element is designed to train and motivate civil society leaders, local authority staff and young social and creative entrepreneurs and to enhance their understanding, knowledge, skills and behaviours through six workshops. As a result of the training, participants will be able to:

1. engage more effectively in policy and decision-making processes
2. work together to develop citizen-centred social initiatives that provide economic and social benefit to people living in Almaty
3. jointly access financing and resources for citizen-centred social initiatives that provide economic and social benefit, including through the Challenge Fund

#### Trainer role

The role of the trainers will be to provide the training and to help

	<p>support participants to learn and apply the new skills they develop in practice in their work and in the way in which they work with citizens. Trainers will need to have a strong sense of how to promote economic development that takes account of social issues and the environment. They will also have a strong ability to work with diverse groups and to support people in training regardless of their background. Trainers will have experience and networks in the city of Almaty in areas such as local government, digital and technology, business start up support, social enterprise and community issues, local governance and accountability. They will also have a willingness to learn and to share their experience with other trainers and the project team.</p>
<p><b>Participants of the training workshops and the expected learning outcomes</b></p>	<p>The participants in the Capacity Building strand will be civil society leaders; local policymakers (staff of the city and district Akimats); social, creative and digital entrepreneurs; and interested citizens of Almaty.</p> <p>All participants will take part in capacity building activities together.</p> <p>The activities will support them to acquire skills to enable them to work together, engage effectively across sectoral boundaries and develop and share new joint approaches to creating public good.</p>
<p><b>Provisional topics and objectives of the workshops</b></p>	<ul style="list-style-type: none"> <li>• <b>Workshop 1:</b> Me and You – Identity, Culture and Dialogue. Outcomes: (a) Have a strong sense of our own culture and identity. (b) Have a better understanding of how our sense of identity and culture are formed and change. (c) Have curiosity and value difference. (d) Feel more motivated and able to share with and learn from others.</li> <li>• <b>Workshop 2:</b> We Together – Outcomes: (a) Have a better understanding of how to engage communities. (b) How to communicate with and enable communities to associate with a cause. (c) How to share and work with local government and balance interests in a public private partnership. (d) How to scale activity and mutual commitment to ensure lasting motivation of staff and volunteers and effectively address social needs.</li> <li>• <b>Workshop 3:</b> Establishing and deciding upon priority projects – Outcomes: (a) Have a better understanding of defining a project. (b) The life cycle of a project. (c) the value of a framework for sustainability and its relationship to community engagement, (d) Have an understanding of how to acquire first and then follow on users.</li> <li>• <b>Workshop 4:</b> Project Planning – Project Planning Skills. Outcome: Be more effective in tackling social issues in our communities through effective and financially solvent operations, effective sequencing of actions, links to and effect</li> </ul>

	<p>use of smart, mobile and digital technologies.</p> <ul style="list-style-type: none"> <li>• <b>Workshop 5:</b> Public Private Relationships. Outcome: Realise a more sustainable and successful civil society (a) by recognizing the strengths and weaknesses of local government , (b) creating opportunities and a climate to devolve responsibility to civil society organizations, (c) incentivizing and support growth in early years of the project or service, (d) providing guarantees and financial covenant strength</li> <li>• <b>Workshop 6:</b> Growing and consolidating a user base for a project. Outcome: Have an understanding of how to capture and grow value in a project, enable repeat and new involvement; establish leadership but organic, ‘viral’ growth. These themes are preliminary and may change.</li> </ul>
<p><b>Methodology</b></p>	<p>Trainers will test the training materials as part of their own training. They will be able to adapt them to meet the needs of their groups. The methodology will involve active and diverse techniques, to encourage critical thinking, ideas generation, understanding the political context. This might include using techniques such as appreciative inquiry, ‘prioritising’, collaborative working, venturing into Almaty, meeting with residents to understand local needs, involving private sector companies and leveraging the work of existing social and creative entrepreneurs in the city.</p>
<p><b>Commitment required from the trainers</b></p>	<p><b>Successful candidates will be required to commit to:</b></p> <ul style="list-style-type: none"> <li>• Participation in a training</li> <li>• Participation in a study visit to the UK</li> <li>• Participation in preparation meetings with the project team to draft and produce the content, methodologies, learning outcomes, and training materials for the workshops</li> <li>• Delivery of six 4-5 day workshops (as above) during 2017-2019.</li> <li>• Providing reports to the project team if requested in line with the project monitoring and evaluation framework</li> <li>• Involvement in the activities of the project’s Dialogue Platform (quarterly one-day forums in Almaty)</li> </ul>
<p><b>Timing (NB these dates are provisional and are subject to change)</b></p>	<ul style="list-style-type: none"> <li>• Training: 4-8 September 2017</li> <li>• Study visit to the UK: 22-27 October 2017</li> <li>• Workshop 1: 13-17 November 2017</li> <li>• Workshop 2: 12-16 March 2018</li> <li>• Workshop 3-6: TBD</li> </ul>

<b>Skills and experience required</b>	<p><b>The successful candidates will possess:</b></p> <ul style="list-style-type: none"> <li>• Significant experience of designing and delivering training and facilitation</li> <li>• Excellent interpersonal skills and skills in working with diverse groups</li> <li>• Experience of working with local authorities and/or civil society in Kazakhstan</li> <li>• Experience and interest in the topics of urban development and/or social and creative enterprise and/or civil society development</li> <li>• Fluency in Russian; an ability to speak and understand Kazakh and English would be useful</li> </ul>
<b>Benefits for trainers</b>	<p>The successful applicants will contribute to the development of Almaty and support its journey towards becoming a progressive, equitable and ‘smart’ city. They will also:</p> <ul style="list-style-type: none"> <li>- Gain access to international knowledge in the field of civic engagement and local economic development, including UK / European best practice;</li> <li>- Master new tools and models that they can implement in their own organisation;</li> <li>- Broaden their networks in Almaty across a wide range of sectors;</li> <li>- Grow personally and professionally</li> <li>- Trainers will be be paid 10000 tenge per each day of workshop they led</li> </ul>
<b>Contact person</b>	<p>Anna Gurayevskaya: <a href="mailto:anna.gurayevskaya@kz.britishcouncil.org">anna.gurayevskaya@kz.britishcouncil.org</a></p>