

JOB DESCRIPTION

Job Title: Training Specialist	Unit: Operations; USAID ESP Energy Resiliency Program: Enhancement of Energy Sector’s Capacity to Respond and Recover from Disasters
Reports To: Project Supervisor Supervises: N/A	Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Project-based <input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Others (specify): 24 days over the period from September 15, 2023 to Q1 of 2024 (with a possibility of extension)
Compensation: PHP 3,500/day (Gross: PHP 84,000.00)	
Job Level: Consultant	Work Location: Remote; PDRF Extension Office (Co-working space)
<p>About the Project: USAID ESP Energy Resiliency Program The Philippine Disaster Resilience Foundation (PDRF), funded by the Government of United States of America Research Triangle Institute, is a program that aims to enhance the capability of the Energy Sector to prepare, respond and recover from different disasters through capacity-building activities and innovative technologies that will provide access to sustainable energy to support critical response and recovery activities after a disaster.</p> <p>Managing the impact on the energy sector is important to ensure that power can be restored quickly after a disaster because of the interdependencies with critical lifelines and utilities such as water, health, and communications. The Department of Energy (DOE), the primary national government agency mandated to ensure sustainable, stable, secure, sufficient, and accessible energy, is responsible for managing the impact of disasters on the energy sector. Through this project, the DOE Task Force on Energy Resiliency’s (TFER) capacity will be enhanced by developing its systems and procedures, training its personnel, and building its Emergency Operations Center.</p>	
<p>Essential Functions: The consultant will enhance and develop the instructional design elements for PDRF’s Management and Operations of an Emergency Operations Center (EOC) curriculum, including trainer manuals, participant resources, and relevant presentation materials. The content must be developed for in-person and online delivery scenarios and will have 24 days of training delivery (with a possibility of extension). The consultant will ensure that all materials are designed in alignment with PDRF’s Learning and Development Standards and Brand Guidelines. The curriculum should be designed to improve the emergency management preparedness capabilities of the DoE EOC.</p> <p>Upon the start of the assignment, the consultant will be provided with PDRF’s existing EOC training curriculum module, learning objectives, and intended outcomes, in addition to the results of a needs assessment and subject matter information. As part of the assignment, the consultant will observe the training delivery to an internal audience to test the curriculum for structure, content appropriateness, and effectiveness of assessments used. The subsequent results will be used to revise the existing modules. The consultant is expected to deliver a trainor’s training for PDRF staff based on the pilot tests. During the actual delivery for DOE, the consultant is expected to observe and revise the content with any additional feedback that arises from the participants. The creation of supplementary e-learning materials is outside the scope of this assignment. However, the consultant will be responsible for creating trainer manuals that can be used when the training is delivered online or blended.</p> <p>The consultant is expected to:</p>	

- Work in close consultation with Project Management Team (PMT) through face-to-face meetings either at the PDRF's Extension Office (BGC area) or at PDRF's Operations Center in Clark, Pampanga
- Complete work remotely and submit deliverables electronically
- Collaborate with PDRF's Operations Center and the Learning and Development Unit, and subject matter experts to shape course content for maximum impact;
- Provide recommendations on the design and delivery of the training courses.

Specifically, the consultant is expected to:

- Review existing modules
- Conduct Training Needs Assessment (TNA), gap assessment
- Design and organize a training program and corresponding modules and contents
- Development of training modules, training materials, presentations
- Identification of technologies and applications that can help in the delivery of the training
- Perform other training-related assignments as requested by the Project Supervisor

Deliverables:

Output	Estimated number of days	Review and confirmation of outputs
Inception Meeting/ Scoping	2 days	Assignment Approach detailing curriculum creation (EOC Management and Operations: Level 1 and Level 2) process, timeline
Draft Training Modules/Syllabus/ Presentation Deck	14 Days	First draft of in-person materials for review and comment
Mock Training/Training of Trainers	2 days	Pilot Test for PDRF participants
Adjustments and Revisions post-Mock Training	2 days	Review and Revision after pilot testing
Training on EOC: Management and Operations for DOE personnel	2 days	Delivery of training for DOE participants
Adjustment and Revisions after first training delivery	2 days	Final draft of in-person modules based on consultation with PDRF, DOE, and other relevant stakeholders

Educational Background/Work Experience:

- A Bachelor's degree in Human Resources, Training, and Development, or a related field; a Master's Degree in Human Resources, social sciences and Development Communications, or any other relevant field to Disaster Risk Management (DRM) is an advantage
- Thorough knowledge of instructional design principles and adult learning strategies
- 5-8 years in a Learning and Development Capacity
- Strong theoretical and practical background in training delivery and pedagogy
- Qualified expert with a demonstrated track record in developing high-quality curricula and educational materials. Experience developing DRM content is strongly preferred;

Other Skills/Qualifications:

- Excellent verbal and written communication skills in English
- Experienced public speaker
- Strong presentation skills.
- Adept with various multimedia training platforms, methods, apps, and new technologies.

- Adept to evaluate and research training options and alternatives.
- Adept to design, craft, and implement effective training and development packages.
- Proficient with MS Office, other training software, applications, and technologies

Copyright and Ownership

PDRF will have sole ownership over any Intellectual Property developed for or derived from the engagement with the consultant. Any material provided to the consultant will remain the property of PDRF.

Interested applicants must submit the following documents no later than August 15, 2023, to recruitment@pdrf.org.ph (copy lsantana@pdrf.org.ph and jcanlapan@pdrf.org.ph) with "USAID ESP-Training Specialist" in the subject line:

- Curriculum Vitae or Resume demonstrating related experience;
- Outline of previous instructional design experience(s): training type, audience, curriculum content, curriculum design, and development, etc.;
- Samples of related curricular materials produced by the applicant;
- Instructional design proposal (not to exceed two pages), including a proposed approach to curriculum development in collaboration with PDRF and Project Management Team, timeline, and any other necessary inputs;

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