



# International Rescue Committee Pakistan Program

## Expression of Interest

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries to restore safety, dignity and hope, the IRC leads the way from harm to home. In course of its functioning IRC gives paramount importance to the capacity building of its team members.

In this connection IRC intends to arrange the following In-house training workshops for employees working on different projects in Khyber Pakhtunkhwa (KPK) to enhance their skills;

- ❖ **Training on Communication, Presentation and Report Writing skills (3 days) at Peshawar**
- ❖ **Training on Advance MS. Excel (3 days) at Peshawar**

### **Objectives of the trainings:**

The major objective of the training is to help the team to enhance their knowledge and skills on professional communication, presentation and Report writing on project activities.

- Routine professional communication within organization including both verbal and written communication
- Community interaction and facilitation skills
- Oral and multimedia presentations
- Report writing on activities performed at the field level

Similarly, advance training on MS Excel would help improve effectiveness towards the routine professional responsibilities of staff.

Interested firms/individuals may apply through sharing their quotes and trainer's profile with the following criteria;

- Individuals having University degree or equivalent
- Having minimum 5 years practical experience in designing, organizing and delivering training courses on similar topics to Senior Professionals in the context of non-profit sector
- Higher level of oral and written communication and presentation skills
- Very good writing and speaking skills in Urdu and English languages

### **Deliverables by trainer/firms:**

- Design and prepare training materials including supporting reading material
- Delivery of the training course
- Prepare power point presentations for all topics in English language
- Evaluate the pre and post understanding of the participants
- Prepare and provide brief training report to the IRC management

Trainer/Training institution would be responsible to arrange their own travel, meals and accommodation in Peshawar, while IRC would arrange training hall, printing materials, stationery, and refreshment/lunch for participants/trainers during training hours.

### **How to apply:**

You may submit quotes, including trainer's profile addressing Human Resources Department at House 11, street 4, sector F 6/3, Islamabad.

Closing date for receiving applications is April 20, 2014