

Terms of Reference

Project title, Programme Unit: Division for Peace / Peacekeeping Training Programme Unit

Title: Learning Solutions Specialist

Area of Specialization/Thematic Areas: Learning Solutions

Overview (quick description of the project and its context):

The Division for Peace groups together all programming in the fields of conflict prevention, peacemaking, peacekeeping and peacebuilding to provide the most comprehensive support to the promotion of peace, justice and strong institutions worldwide, thereby essentially advancing the implementation of Sustainable Development Goal 16. In the view of promoting democratic governance and human rights, the Division focuses on offering innovative capacity-building and knowledge-management solutions for a broad range personnel (including uniformed personnel, representatives of regional and international organizations, United Nations staff, women peacemakers, minority and indigenous peoples' representatives) working towards sustaining peace, while ensuring that these activities meet the specific needs of conflict-affected and post-conflict countries.

Learning Solutions for Peace

Our vision is to empower and catalyze individuals, organisations and communities to tackle pressing and complex challenges in order to meet the Sustainable Development Goals (with a focus on SDG 16), by designing unique experiences of learning, connection and inspiration and empowering facilitators and trainers to deliver and host these events and spaces.

We excel in finding creative solutions to transfer knowledge, develop skills and transform attitudes that are needed to solve pressing challenges of our complex world. Our work is human-centered, based on participatory and experiential approaches that address human beings as a whole.

We are passionate about bringing out the potential from individuals and groups to co-create change together. We also support training institutions in building capacity for impactful results throughout all the phases of the training process: analysis, design, development, implementation, evaluation and innovation.

The Learning Solutions team methodologically supports the thematic areas of the Division for Peace which include Countering Violent Extremism, Youth Empowerment, Recovery and Resilience, Women Empowerment, Rule of Law, Sustainable Energy in Humanitarian Settings, Online Learning and Pre-Deployment Training.

General Objectives of the Contract:

Under the supervision of the Learning Solutions Team Leader of the UNITAR Division for Peace, the secondee will assist in the day to day work of the programme focusing on designing innovative learning experiences both online and face-to-face, as well as managing projects related to training and capacity building

Specific working areas will include:

- Managing projects related to training and capacity building for UNITAR's Division for Peace;
- Writing and reviewing concept notes, project proposals and budgets;
- Support in designing capacity building processes and projects;
- Support subject matter experts and project managers in the design of learning events, including selection of methods, drafting agendas, compiling learning material and assessment strategies;
- Support team in the preparation, implementation, monitoring and evaluation of training activities;
- Deliver training, possibly training of trainers; facilitate workshops and other events;
- Exploring fundraising and partnership opportunities in the area of learning innovation;
- Quality assurance and evaluation of training and capacity building projects;

Skills required

Fundamental skills and experience required:

- Understanding of how people learn and adult learning principles;
- Ability to design learning experiences, from learning objectives to selection of methods and evaluation;
- 3 – 5 years of experience with facilitation/training; learning innovation, managing learning projects or quality assurance;
- Ability to liaise with partner institutions in a professional and competent manner;
- Strong Project management skills;
- Experience in writing project proposals, budgets and concept notes;
- Experience in the Peace and Security sector or SDG 16;
- Fluency in English;

Further desirable skills and experiences:

- Knowledge and experience with various participatory methodological approaches to training and learning (for example: art of hosting; design thinking; experiential learning etc.)
- Strong public speaking skills;
- Strong interpersonal skills (communication, feedback, collaboration);
- Ability to take initiative and to manage multiple projects;
- Strong written and oral communication skills;
- Strong team work skills;

Proficiency in French, Arabic, Spanish or another UN language will be considered an asset;

Thematic areas:

- Peace and Security/ SDG 16
- Capacity building/adult learning/ learning innovation

Reporting structure:

The incumbent will be supervised by the Team Leader of the Learning Solutions Team reports to the Director of the UNITAR Division for Peace and Manager of the Peacekeeping Training Programme Unit, Evariste Karambizi.

Duration of contract: 1 year, [renewable](#)

Remarks: General conditions of contracts for the service of the Secondment apply. The secondee will be based at UNITAR headquarters in Geneva.