

CALL FOR CONSULTANTS

Training Consultant (Training, Workshops, Mentoring & Tutoring)

ASSIGNMENT SNAPSHOT	
Consultancy Title:	Training Consultant
Engagement Type:	Independent Consultant (Roster/Pool-Based)
Location:	Home-based in the US or abroad; training is delivered in person or remotely, and travel is likely for in person sessions, though not guaranteed
Coordinates with:	The BKG Chief Executive Officer (CEO)
Duration:	Short-term, intermittent assignments based on client demand
Languages:	English (full professional proficiency) required; French (speaking and writing) a plus
Openings:	5 Openings (consultant pool)

About The BKG

The Beneficial Knowledge Group (The BKG) strengthens the operational systems, controls, and teams that organizations rely on to deliver their mission. We work with Government Organizations, Non-Governmental Organizations (NGOs and INGOs), Institutions of Higher Education, Medical & Research Centers, Startups, and Commercial Enterprises, funded by governments, bilateral and multilateral donors, foundations, pharmaceutical sponsors, and industry. Our integrated model combines advisory consulting, tailored professional development, and pre-vetted staffing, so clients receive both sound recommendations and the capability to act on them.

Consultancy Overview

The Training Consultant designs and leads training, workshops, mentoring, and tutoring for the staff of client organizations and for individual professionals and job seekers who want to strengthen their knowledge, abilities, and skills. Training covers finance, administration, human resources, procurement, grants and contracts, compliance, and other support functions, and is delivered in person or remotely, in group or one on one formats, and through self-paced learning materials. Clients include government agencies, NGOs, academic, medical, and research institutions, and private companies. Working with The BKG and the client's focal points, the Training Consultant assesses learning needs, designs practical programs, facilitates engaging sessions, mentors and tutors learners, and measures results, so that participants leave with skills they can apply immediately. When training is part of a broader BKG consulting engagement, the Training Consultant works alongside other BKG consultants to turn their recommendations into practical learning for client staff. We are looking for experienced trainers, based in the US or abroad, with a strong record of leading these types of learning programs,

ideally combined with strong professional experience in finance, administration, HR, or other support functions.

Scope of Work & Key Responsibilities

1. Training Needs Assessment & Design

- Assess the learning needs of client organizations and individual learners through surveys, interviews, skills assessments, and review of relevant performance information, and agree on clear learning objectives.
- Design training programs, curricula, and session plans that match the learners' level, the organization's context, and the client's goals, applying recognized instructional design approaches (such as the ADDIE model and adult learning principles).
- Develop engaging training materials, including facilitator guides, participant handouts, case studies, exercises, job aids, and knowledge assessments, tailored to the client's policies and environment.
- Develop self-paced learning content, such as recorded videos, e-learning modules, and reference guides, when included in the engagement.

2. Training Delivery & Facilitation

- Lead training sessions and workshops in person and remotely, using virtual platforms (such as Zoom, Microsoft Teams, or Google Meet) and learning management systems where applicable.
- Facilitate interactive, practical sessions that use real world examples, group work, role plays, and hands-on exercises, adapted to adult learners with varied experience and learning styles.
- Deliver training in finance, administration, human resources, procurement, grants and contracts, and other support functions, drawing on practical professional experience in these areas.
- Train staff on compliance areas such as internal controls, anti-fraud and anti-corruption, safeguarding, data protection, procurement rules, labor requirements, and funder rules, in line with applicable US and international requirements (such as 2 CFR 200 and other US federal funder rules, EU and UN rules, foundation requirements, and national regulations in the countries of operation).
- Manage group dynamics, keep sessions on time and focused on their objectives, and create an inclusive and respectful learning environment.

3. Mentoring & Tutoring

- Provide one on one or small group mentoring and tutoring to client staff and individual professionals, including job seekers, building practical skills and confidence over the agreed period.
- Agree on individual development goals with each learner, track progress, and adjust support as needed.
- Offer practical guidance on applying new skills on the job and on professional growth, within the agreed scope of each engagement.

4. Evaluation & Reporting

- Evaluate learning outcomes through pre and post assessments, participant feedback, and follow-up, in line with recognized evaluation practice (such as the Kirkpatrick model).
- Prepare concise training reports covering attendance, assessment results, learner feedback, and recommendations for further development.
- Issue certificates of participation or completion in line with The BKG's standards, when included in the engagement.
- Keep accurate training records and handle participant information in strict confidence, in line with applicable data protection requirements (such as GDPR and national data protection laws).

5. Coordination & Continuous Improvement

- Coordinate with The BKG and client focal points on schedules, logistics, venues or virtual setup, participant lists, and materials.
- Work alongside other BKG consultants when training is part of a broader consulting engagement, aligning training content with their findings and recommendations.
- Keep training content current with changes in regulations, standards, and good practice, and, when engaged for this purpose, share lessons learned to strengthen The BKG's training offerings.

Service Standards

Services delivered under each consulting agreement are expected to meet the following standards:

- **Learner Focus:** Design and deliver every session around clear learning objectives and the practical needs of participants.
- **Preparation:** Arrive fully prepared for each session, with tested materials, exercises, and technology, whether in person or online.
- **Engagement:** Facilitate interactive, practical, and respectful sessions that keep participants engaged from start to finish.
- **Results:** Demonstrate measurable improvement in knowledge and skills through assessments, feedback, and follow-up.
- **Accuracy:** Ensure all content is accurate, current, and consistent with the applicable US and international rules and regulations.
- **Quality of Service:** Deliver training that is consistently above average in quality, relevance, and timeliness, and that upholds The BKG's reputation for excellence.
- **Professionalism:** Maintain irreproachable professionalism, integrity, confidentiality, and respect for every learner.
- **Independence:** Exercise independent professional judgment over the methods and means of training delivery, within the agreed objectives of each engagement.

Key Deliverables

- Training needs assessment summary and agreed learning objectives.
- Training program, session plans, and agendas.

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- Training materials, including facilitator guide, participant materials, exercises, and assessments.
 - Training sessions, workshops, mentoring, or tutoring delivered as agreed.
 - Training report with attendance, assessment results, learner feedback, and recommendations.
 - Self-paced learning content, when included in the engagement.

Qualifications

Required

- **Training Experience:** 7+ years of strong experience designing and leading training, workshops, mentoring, or tutoring for working professionals, in the US and/or internationally.
- **Facilitation Skills:** Strong facilitation and presentation skills, in person and online, with adult learners at different levels.
- **Subject Expertise:** Strong professional experience in one or more of finance, administration, human resources, procurement, grants and contracts, or other support functions.
- **Instructional Design:** Ability to design practical curricula, materials, and assessments that apply adult learning principles.
- **Virtual Delivery:** Proficiency with virtual training platforms (such as Zoom, Microsoft Teams, or Google Meet) and standard presentation tools.
- **Languages:** Full professional proficiency in English, written and spoken.
- **Education:** Bachelor's degree or international equivalent (such as a Licence) in Education, Business Administration, Finance, Human Resources, Public Administration, or a related field; Master's degree or international equivalent (such as a Master 2 or DESS) preferred.
- **Travel:** Availability and willingness to travel domestically and internationally when in person training requires.

Preferred

- **Compliance Training:** Strongly preferred: experience training staff on compliance areas such as internal controls, anti-fraud and anti-corruption, safeguarding, data protection, procurement rules, and funder requirements.
- **French:** Ability to speak and write in French, enabling delivery of training in French speaking countries.
- **Sector Experience:** Experience training staff of international NGOs, universities, medical and research centers, and corporate organizations, in the US and/or internationally.
- **Funder Rules:** Knowledge of the requirements of USAID and other US federal funders, the Gates Foundation and other national and international philanthropic organizations, and multilateral funders such as the EU, UN agencies, and the World Bank.
- **Certifications:** A recognized training or facilitation credential (such as ATD's CPTD or APTD, or a train the trainer certification), or a professional certification in a subject area (such as CPA, SHRM, CIPS, or PMP), or international equivalent.
- **E-Learning:** Experience developing e-learning or video content and using learning management systems (such as Moodle or TalentLMS).

Core Competencies: Facilitation, instructional design, clear communication, adaptability, learner focus, and integrity.

Engagement Terms

- **Engagement:** Independent consultant (1099 for US-based consultants, or equivalent status for consultants based abroad) on The BKG roster, engaged per assignment under a separate consulting agreement; not an employment relationship.
- **Independent Contractor Status:** Consultants are engaged as independent contractors. Nothing in this call for consultants, in roster selection, or in any consulting agreement creates an employment, partnership, agency, or joint venture relationship between the consultant and The BKG. Consultants may accept or decline any assignment offered, control the methods, means, and hours of their work, and remain free to provide services to other clients, subject to The BKG's conflict of interest and confidentiality requirements. They are not entitled to employee benefits and may not bind or represent The BKG except as expressly authorized in writing for a specific assignment.
- **Work Arrangements:** Consultants determine their own working methods, schedule, and location, subject to the deliverables, deadlines, and any on-site requirements agreed for each engagement; duration varies by engagement.
- **Compensation:** Daily fee equal to the consultant rate negotiated and agreed in writing between the consultant and The BKG, as set out in the consulting agreement for each assignment.

Travel, Per Diem & Travel Costs

Travel is common on BKG engagements. The following terms apply whenever a consultant travels on assignment:

- **Travel Expectation:** Domestic and international travel is a strong possibility on engagements that include in person training but is not guaranteed. When required, travel may include remote or resource-limited settings, and its timing and duration depend on the scope of each engagement.
- **Travel Requirements:** Valid passport, ability to obtain visas, and compliance with The BKG Travel Policy and security protocols. All travel must be authorized in advance by The BKG.
- **Per Diem:** For each day of authorized travel, domestic or international, consultants receive a daily per diem for lodging, meals, and incidental expenses at the rates published by the U.S. General Services Administration (GSA) for travel within the US, or by the U.S. Department of State for travel abroad.
- **Travel Costs:** Approved travel costs, such as airfare, ground transportation, visa fees, and vaccinations required for the assignment, are paid directly or reimbursed by The BKG in line with The BKG Travel Policy, with supporting receipts where required.
- **Relation to Fees:** Per diem and travel costs are separate from, and paid in addition to, the consultant's negotiated fee.

Equipment, Insurance & Personal Responsibilities

As independent consultants, all BKG consultants are expected to be fully equipped and insured to perform their duties. In particular:

- **Work Equipment:** Consultants provide and maintain, at their own expense, the equipment and tools needed to perform their duties, including a laptop with current security protections (antivirus, encryption, and operating system updates), a mobile phone, reliable internet access, and standard office software. The BKG may grant access to specific systems, templates, or data for each assignment, which must be used only for that assignment and returned or deleted at its close.
- **Health Coverage:** Consultants are solely responsible for arranging, at their own expense, valid health coverage, whether through a national statutory health system or private insurance, in their country of residence and in every country of assignment, including coverage for medical evacuation and repatriation when travel is required. As independent consultants, they are not eligible for The BKG's employee benefits or insurance plans.
- **Travel Insurance:** For every trip, consultants must hold valid travel insurance covering, at a minimum, emergency medical care, medical evacuation, trip interruption, and loss of personal belongings and equipment.
- **Life, Accident & Disability:** Consultants arrange any life, accident, or disability insurance they consider appropriate. The BKG accepts no liability for illness, injury, death, or loss of personal property arising during an assignment, except as required by applicable law.
- **Professional Liability:** Professional liability (errors and omissions) or professional indemnity coverage is preferred and may be required for specific engagements.
- **General Liability:** US-based consultants are expected to carry general liability insurance, and consultants based elsewhere equivalent public liability coverage where customary; The BKG may request a certificate of insurance before an assignment.
- **Proof of Coverage:** Consultants must provide proof of valid health and travel coverage before deployment, and The BKG may postpone or decline an assignment until coverage is confirmed. Before field assignments, consultants complete a self-declaration that they are fit to travel; no medical records are requested.
- **Taxes & Statutory Obligations:** Consultants are responsible for their own income taxes, social security contributions, business registrations, and other statutory obligations in their country of residence, in line with their independent consultant status.
- **Other Requirements:** Apart from the approved travel costs and per diem described above, consultants bear the costs of carrying out their work and are expected to maintain everything else necessary to perform their duties, including a suitable and confidential workspace, current professional licenses and certifications, and a valid passport and visas when travel is required.

Code of Conduct

All consultants must sign and comply with The BKG Code of Conduct. The BKG has zero tolerance for sexual exploitation, abuse, and harassment, and consultants must report concerns without delay. Client information must be handled in strict confidence under applicable privacy laws and may not be retained after an engagement closes. Consultants must disclose any actual or potential conflict of interest before deployment.

How to Apply

Submit the following documents in PDF format:

1. **Resume / CV** highlighting your experience designing and leading training, workshops, mentoring, or tutoring, your subject areas, and your delivery formats (in person and remote), and state your desired daily fee (USD).
2. **Letter of Motivation** stating your training expertise, subject areas, language skills in English and French, availability, willingness to travel, and your desired daily fee (USD). Applications that do not state a desired daily fee will not be considered.
3. **References:** Three professional references with name, title, organization, and contact details.

Email: staffing@thebeneficialknowledgegroup.com

Subject Line: Application: Training Consultant (Training, Workshops, Mentoring & Tutoring) |
[Your Full Name]

Applications are reviewed on a rolling basis, and only shortlisted candidates will be contacted. Selected candidates undergo technical screening and background verification before deployment. Roster selection does not guarantee assignment volume.