

PUNTLAND DEVELOPMENT & RESEARCH CENTER (PDRC)

CALL FOR CONSULTANCY Terms of Reference (ToR)

Date: 28th February 2026

Recruitment of a Trainer/Consultant to Deliver a 15-Session Research Methodology Training Program for PDRC Research Staff

Assignment Title	Facilitation of a 15-Session Research Methodology Training Program for PDRC Research Staff, delivered in an educational and interactive format
Duty Station	PDRC Head Office, Garowe, Puntland State of Somalia
Duration	15 sessions of 3 hours each (inclusive of a 30-minute tea break), delivered over approximately two months. Exact dates and frequency are agreed directly between PDRC and the trainer and fall outside the scope of this ToR – see Section 6.
Reporting To	PDRC Director of Programs, in coordination with the Research Team Lead
Number of Participants	Approximately 9–10 PDRC research staff (final list confirmed by PDRC – see Section 3)
Type of Contract	Short-term Individual/Institutional Training Consultancy

1. Background and Rationale

The Puntland Development & Research Center (PDRC) is a Somali non-governmental research and policy institution based in Garowe, Puntland State of Somalia, working on peacebuilding, governance, democratization, conflict resolution, public awareness and human rights across Somalia. PDRC's research department carries out qualitative and quantitative studies for government, donor and civil society partners, often in politically sensitive and resource-constrained field conditions.

PDRC's research team is at different stages of experience. Senior researchers hold extensive field and analytical experience accumulated over successive PDRC studies, while assistant researchers, junior researchers and interns are at earlier stages of their research careers. This experience gap creates both a training need and an opportunity: a structured training gives newer staff a working grounding in research methodology, while giving senior staff a formal channel to transfer institutional knowledge and field judgment that is not written down in any manual.

PDRC wants to recruit a qualified trainer to design and deliver a research methodology training program structured as 15 separate sessions, spread over approximately two months rather than delivered continuously. This spacing is deliberate: it gives the research team time to absorb, practice and apply the concepts from each session before the next one, instead of receiving all 15 topics in a short, compressed block.

2. Purpose and Objectives of the Training

The overall purpose is to strengthen the methodological rigor, consistency, and field readiness of PDRC's research team through an educational and interactive training program. By the end of the training, the assignment is expected to:

- Give assistant researchers, junior researchers and interns a working foundation in research methodology, from design through data collection to analysis.
- Refresh senior and experienced researchers on current standards in research design, bias mitigation, thematic analysis and validation.
- Create a structured forum for senior researchers to share field experience, judgment calls and lessons learned from past PDRC studies with the rest of the team.
- Standardize how the PDRC research team approaches context analysis, risk analysis, and Do No Harm considerations in fragile and conflict-affected settings.
- Build practical competence in electronic data collection (KoboCollect), data cleaning, and collaborative analysis, so the team relies less on individual expertise held by a small number of staff.
- Give the team a structured, low-stakes space, through role play and field scenarios, to practice resolving obstacles, coordinating as a team, and applying critical thinking under realistic field conditions.

3. Target Participants

The training is for PDRC research staff of both genders, drawn from the following categories. PDRC will confirm the final participant list, including the number of senior researchers, before the training program starts.

The mixed experience range means the trainer needs to differentiate delivery within each session: framing content as a refresher and knowledge-sharing exchange for senior and assistant researchers, and as foundational instruction for junior researchers and interns, without slowing the pace for one group or losing the other.

4. Scope of Work and Training Content

The training program is organized as 15 sessions, each 3 hours long, inclusive of a 30-minute tea break. Two of the 15 sessions are role-play and field scenario sessions rather than standard content sessions; these give the team a chance to practice resolving obstacles, coordinating as a team, and applying critical thinking to realistic PDRC-type research problems. The remaining 13 sessions cover the 15 training topics listed below; two closely related pairs of topics share a single session, as indicated.

The sequence below is indicative of a logical build – foundations, then field instruments, then data management and analysis, with the two role-play sessions placed after the team has enough

grounding to make the practice realistic. The trainer will confirm the final sequence and submit it to PDRC as part of the training lessons (see Section 7.2).

Session	Topic / Focus
Session 1	Research methodology – theory
Session 2	Context analysis
Session 3	Risk analysis
Session 4	Research design
Session 5	Research instruments and administration
Session 6	The art of note-taking
Session 7	Do's and don'ts, including Do No Harm, and the element of bias
Session 8	Data collection (qualitative and quantitative)
Session 9	Role play/field scenario 1 – team coordination, obstacle resolution and critical thinking in a simulated fieldwork setting
Session 10	Use of electronic data collection tools, such as KoboCollect
Session 11	Data cleaning, collation and analysis
Session 12	Thematic analysis
Session 13	Collaborative research and different formats of presenting data (visuals, narrative, graphic)
Session 14	Role play/field scenario 2 – resolving obstacles in data analysis and team decision-making under realistic constraints
Session 15	Validation and its role in research (closing session)

5. Training Methodology

The training is educational and interactive throughout, not a lecture-based delivery of content. The trainer is expected to use a mixed-method adult learning approach across the 15 sessions, including:

- Short theory inputs introducing each topic, kept brief to protect time for discussion and practice within the 3-hour session.
- Facilitated discussion and experience-sharing, giving senior researchers structured space to contribute real examples from PDRC fieldwork.
- Individual and small-group exercises using real or realistic PDRC-type research scenarios (for example, a governance or peacebuilding KII/FGD case set in a Puntland district).
- Two dedicated role-play and field scenario sessions (Sessions 9 and 14), built around obstacles the team plausibly encounters in the field, requiring coordination, negotiation and critical thinking to resolve, not scripted right-answer exercises.
- An assignment after each session, so participants apply the concept before the next session, consistent with the two-month spaced format described in Section 1.

- A pre-training evaluation before Session 1 and a post-training evaluation after Session 15, to measure learning gain across the mixed-experience group.

To prevent the role-play and field scenario sessions from becoming generic team-building exercises disconnected from PDRC's actual work, the trainer is expected to build these two sessions around anonymized or composite scenarios drawn from PDRC's own research areas (governance, peacebuilding, conflict-affected fieldwork), not generic corporate role-play templates. PDRC will share relevant, appropriately anonymized case material for this purpose.

6. Duration and Format

The training runs as 15 separate sessions, each 3 hours long, inclusive of a 30-minute tea break, delivered at PDRC's head office in Garowe over a period of approximately two months. This ToR does not fix a session-by-session calendar; PDRC and the trainer agree the specific dates and frequency directly, ahead of the training start date.

Since a training schedule for two months implies close to two sessions a week on average, PDRC and the trainer will agree a cadence that both the trainer's calendar and the research team's active project deadlines can sustain for the full two months, and a policy for how a participant who misses a session catches up, since the topics build on each other sequentially.

7. Roles and Responsibilities

7.1 PDRC will:

- Give the research team the time to attend all 15 sessions, protecting them from conflicting work commitments as far as operationally feasible.
- Provide the training venue for all sessions.
- Provide an overhead projector for use throughout the training.
- Provide stationery required for sessions and exercises.

7.2 The Trainer will:

- Design and deliver all 15 sessions per Section 4, adapting pace and depth to the mixed experience levels described in Section 3.
- Submit training lesson slides (PowerPoint) for each session.
- Prepare and administer a pre-training evaluation and a post-training evaluation.
- Prepare an assignment for participants following each session, to reinforce learning between sessions.
- Design and facilitate the two role-play and field scenario sessions (Sessions 9 and 14), including all supporting scenario materials.
- Submit a final report on the training program on completion of Session 15.

8. Trainer Qualifications and Experience

The trainer, individual or institution, is required to demonstrate:

- A minimum of 5 years of experience designing and delivering research methodology training, including for mixed-experience professional audiences.

- Demonstrated technical grounding in qualitative and quantitative social research methods, including sampling, KII/FGD facilitation, thematic analysis and electronic data collection (KoboCollect or equivalent).
- Working knowledge of research ethics and Do No Harm principles in fragile and conflict-affected settings.
- Demonstrated experience designing and facilitating role play or simulation-based learning for adult professional audiences.
- Prior experience training researchers or enumerators in Somalia or a comparable fragile-state context is an advantage.
- Fluency in English; working ability in Somali is an advantage for facilitating discussion and examples.

9. Deliverables and Reporting

Deliverable	Timing
Training lesson slides (PowerPoint) for each of the 15 sessions	Ahead of the relevant session
Pre-training evaluation tool and results	Before Session 1
Assignments for participants, one following each session	After each session
Role play and field scenario materials for Sessions 9 and 14	Ahead of the relevant session
Post-training evaluation tool and results	After Session 15
Final training report (attendance summary, evaluation comparison, key observations, recommendations)	Within 5 working days of Session 15

Payment terms, contract duration and the PSEAH Code of Conduct are governed by the separate trainer contract, to which this ToR is annexed as an integral part.

10. Application Procedure

10.1 Submission Requirements

Applicants (individual trainers or institutions) submit two separate documents:

- Technical Proposal, including: the applicant's CV (or CVs of key personnel, for an institutional applicant); a technical/methodological approach to the assignment; a proposed course content plan, structured against the 15-session framework in Section 4, showing how the applicant will sequence and pair topics, and how the two role play and field scenario sessions will be designed; and 2–3 references or samples from comparable training assignments, ideally involving a Somali or fragile-state research audience.
- Financial Proposal, submitted as a separate document, with a cost breakdown covering professional/facilitation fees, materials development, and any other costs relevant to the assignment.

10.2 Submission Channel and Deadline

Applications are submitted by hand delivery to the PDRC Admin Office or by email to info@pdrcsomalia.org, with the technical and financial proposals as separate attachments, by March 6, 2026.

10.3 Evaluation Criteria

PDRC evaluates the technical proposal first. Only applicants meeting the minimum technical threshold of 70 out of 100 points proceed to financial evaluation; financial proposals from applicants below this threshold are not opened.

Criteria	Points
Relevant experience and qualifications of the trainer (Section 8)	25
Quality and coherence of the proposed technical approach, including the course content plan and role play design	30
Relevant experience in Somalia or a comparable fragile-state context	15
Technical Total	70

The financial proposal is scored out of 30 points. The lowest-priced technically qualified proposal receives the full 30 points; other proposals are scored proportionally (lowest price ÷ proposal price × 30). The applicant with the highest combined technical and financial score (out of 100) is recommended for contracting.