

Consultant Scope of Work

Consultant:	name
Period of Performance:	June 2 - June 15
Maximum Number of Days:	10
Location:	Sacramento, CA

Work Assignment Number:

To develop and provide training for workshop facilitators selected to implement the Sacramento PMI skills-building curriculum. The facilitators will include 3 adult AIDS educators and up to 12 college-age co-facilitators from Sacramento-area community-based organizations. The facilitators will conduct workshops for adolescents in the Sacramento metropolitan area, ages 14-18.

The consultant will be supervised by the Sacramento PMI Program Manager, an AED subcontractor staff person.

The consultant's tasks will include working with Sacramento PMI to:

1. Review at minimum the following documents: the *Teens Stopping AIDS* curriculum, the Sacramento PMI Marketing Plan, and the Sacramento PMI Audience Profile. Other documents may be identified during the agreement period.
2. Using the information from the materials above, make recommendations of content and training methods appropriate to the adult and peer AIDS educators to reach the training objectives of increasing facilitation skills and practice, and familiarity with the *Teens Stopping AIDS* curriculum.
3. Develop a training of trainers outline for the session. This outline will include: training learning objectives, content outline and overview, and training schedule.
3. Identify, review, select, and submit to PMI staff any necessary supporting materials for use in the training of trainers, such as PMI information, HIV background information, videos, supplemental information, handouts, local statistics, health resources, facilitator review materials.
4. Identify and submit to PMI staff all supplies needed for training and any logistics required for conducting training.
5. Conduct the training of trainers including, at minimum: trainer-led model

presentation, debriefing session, teachback-practice-feedback sessions.

6. Debrief with PMI staff about training process and facilitator assessment.
7. Participate in phone consultations, meetings, and conference calls as needed.
8. If travel is involved, submit expense reports.

Deliverables:

1. Written recommendation for training of trainers session.
2. Written outline of training of trainers session.
3. List of training needs, including list of materials, supplies, and logistical considerations.
4. Expense reports for travel.