



Terms of Engagement for Training of Trainers on MHM

Training of Trainers (ToTs) are crucial activities for the promotion of awareness activities on Menstrual Hygiene Management in public institutions. It is important that the trainers implement trainings themselves shortly after receiving the trainings in order to ensure correct circulation of the information on MHM. Moreover, this will lead to increased outreach numbers and a sustainable anchorage of awareness and knowledge on MHM. Thus, in order to ensure a long-lasting engagement by the trainers that have benefitted from the training a continuous follow-up shall be in place and agreed upon in these terms of engagement.

Anticipated tasks

- Engage with and train headteachers and teachers, in charges and staff of HCF and religious leaders of the given institutions on MHM awareness raising and knowledge sharing and the important role the inhabit.
- Engage with parents and orient them to understand their roles awareness raising and knowledge sharing on menstrual hygiene management.
- Support the institutions to develop and implement hygiene routine activities related to MHM.
- Train schoolteachers, pupils and/or patients/caretakers at the respective public institutions on MHM knowledge and safe MHM practices.
- All trainings shall be guided by the Trainer's Manual.
- Write monthly progress reports using below reporting template.

Terms of engagement

Upon the fulfilment of above-mentioned agreement and the satisfactory file of the report, Sanitation for Millions will offer [insert amount] to cater for lunch and [insert amount] to cater for transport for every training conducted. This is according to the local government rates and will be refunded monthly. The trainee shall dedicate at least 1 day in a week to this engagement. The engagement takes effect from [insert date].

Reporting

Reports shall be submitted in soft copies by email to [insert name and mail address] by [insert date].

Approved by

Name: _____

Title: _____

Signature & Stamp: _____

Trainee

Name: _____

Title: _____

Signature: _____

Reporting template

Training No.	Date	Location and institution	Participants		
				Male	Female
1)			Under 18		
Remarks:			Above 18		
2)			Under 18		
Remarks:			Above 18		
3)			Under 18		
Remarks:			Above 18		
4)			Under 18		
Remarks:			Above 18		
5)			Under 18		
Remarks:			Above 18		
6)			Under 18		
Remarks:			Above 18		
7)			Under 18		
Remarks:			Above 18		