CARE DE in Iraq
Terms of Reference (ToR)

Project/Assignment Title:
External Trainer for Fraud and Corruption awareness

Please note that this is not a full-time staff position. The External Trainer will be hired to facilitate a two day training course and will work only for the duration of the training assignment

1. Background

To strengthen CARE Iraq's commitment to integrity, accountability, and compliance, CARE Iraq seeks to engage an external trainer to deliver fraud and corruption awareness training to all staff in cooperation with our Focal Points Fraud & Corruption. Given the complex operational environment in Iraq and the increasing emphasis on donor compliance requirements, staff require practical and up-to-date knowledge on fraud prevention, detection, and reporting, and response mechanisms.

An external trainer with extensive experience in the Iraqi context can provide relevant insights, real life examples, and practical case studies that reflect the challenges faced by organizations operating in Iraq. The training will enhance staff understanding of fraud and corruption risks, conflicts of interest, reporting mechanisms, and their responsibilities in maintaining ethical standards.

2. Purpose and Objectives

The purpose of this training is to strengthen the capacity of all CARE Iraq staff to prevent, identify, report, and respond to fraud and corruption risks in line with CARE's policies, ethical standards, and donor requirements. Through practical, Iraq specific learning and real life case studies, the training will enhance staff awareness of their roles and responsibilities in safeguarding organizational resources, beneficiaries, and CARE's reputation. It will also contribute to strengthening CARE Iraq's control environment and fostering a culture of integrity, transparency, and accountability, ensuring that all staff are better equipped to recognize and address potential fraud and corruption risks.

3. Tasks

The selected trainer will:

- Design and deliver fraud and corruption awareness training for CARE Iraq staff.
- Review CARE Iraq's relevant policies (CARE's Fraud Policy, Code of Conduct), and other relevant policies into the training content.
- Develop tailored training materials that reflect the Iraqi operational context.
- Facilitate interactive learning sessions using practical exercises, group discussions, and case studies.
- Covering key topics including:
    - Definitions and forms of fraud and corruption.
    - Common fraud and corruption risks in humanitarian and development programs.
    - Conflicts of interest.
    - Procurement and financial fraud risks.
    - Bribery, kickbacks, and favoritism.
    - Red flags and early warning indicators.

- Reporting mechanisms and whistleblower protection.
    - Roles and responsibilities of staff and managers.
    - Lessons learned and case studies relevant to Iraq.
- Conduct pre- and post-training assessments.
- Submit a brief training report highlighting participation, key findings, and recommendations.
- Provide practical recommendations to strengthen fraud risk awareness and mitigation measures within CARE Iraq.

4. Deliverables

The trainer shall provide:

1. Training agenda and methodology.
2. Training presentation and supporting materials.
3. Practical exercises and case studies.
4. Delivery of training sessions.
5. Pre- and post-training assessment tools (if applicable).
6. Final training report with recommendations.
7. Training agenda, presentations, case studies, and supporting materials shall be submitted 5 working days before delivery for CARE review; final report within 5 working days after the last session.
8. All deliverables shall be subjected to CARE Iraq ‘s review and written prior to the release of payment.
9. Participant attendance records and training evaluation results.

5. Timeframe

- **Duration:** 1–2 days (to be finalized with CARE Iraq).
- **Location:** Erbil, Iraq (exact venue will be confirmed later)
- **Target Audience:** All CARE Iraq staff and Focal Point Fraud & Corruption from HQ

6. Qualifications and Experience

- An advanced degree in Law, Business Administration, Accounting, Governance, Compliance, Anti-Corruption, or related field or experiences. Certified Fraud Examiner (CFE, ACFE) preferred, Certified Internal Auditor (CIA).
- At least 5 years of relevant professional experience in fraud prevention, anti-corruption, compliance, investigations, internal controls, or risk management.
- Proven experience delivering fraud and corruption training to NGOs, INGOs, UN agencies, government entities, or private sector organizations.
- Strong understanding of the Iraqi legal, governance, and operational environment.
- Experience working with humanitarian and development organizations is highly desirable.
- Excellent facilitation and communication skills.
- Fluency in English is required. Knowledge of Arabic and/or Kurdish is considered an asset.
- Demonstrated experience in adult learning methodologies and interactive training facilitation.

7. Selection Criteria

Criteria	Description	Maximum Points
Educational Background	An advanced degree in Law, Business Administration, Accounting, Governance, Compliance, Anti-Corruption, or related field or experiences.	10
Comly with CARE policy	The consultant shall comply with all CARE policies, including but not limited to: • Code of Conduct • Anti-Fraud and Anti-Corruption Policy • Safeguarding Policy • Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy • Data Protection and Confidentiality Requirements	20
Knowledge of fraud and corruption risks in Iraq	The selected person is required to have a good background on CARE context Fraud and Corruption	30
Previous experience delivering similar training. Cost-effectiveness of the financial proposal.	Certified Fraud Examiner (CFE, ACFE) preferred, Certified Internal Auditor (CIA).	10
Previous Experience with NGOs/INGOs	Proven experience delivering fraud and corruption training to NGOs, INGOs, UN agencies, government entities, or private sector organizations.	30
Total		**100**

8. Application Requirements

Interested candidates/consultants should submit:

- Technical proposal outlining the training approach and methodology.
- Updated CV(s).
- Evidence of similar assignments conducted.
- Related certificates for ant-fraud and corruption, compliance, investigations, or risk management.
- Financial proposal, including all associated costs.
- At least two professional references.

9. Reporting and Management

The consultant will report to the CARE Iraq MEAL and Fraud & Corruption Focal Point and work closely with the relevant departments, including HQ, to coordinate training logistics and content review and ensure alignment with CARE policies and organizational requirements.

10. Ethical and Safeguarding Requirements
The consultant shall comply with all CARE policies, including but not limited to:

- Code of Conduct
- Anti-Fraud and Anti-Corruption Policy
- Safeguarding Policy
- Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy
- Data Protection and Confidentiality Requirements

The consultant may be required to sign relevant compliance declarations before commencement of the assignment.

11. Application instruction
To apply for this position please submit your application through this link: **offers@care.de** no later than 20th of August 2026, please note that this recruitment is done on a rolling basis; interested candidates are encouraged to apply as soon as possible.