



## TERMS OF REFERENCE

### TRAINING ON RESULTS BASED MANAGEMENT AND PROJECT MANAGEMENT.

#### Introduction

Hand in Hand Eastern Africa (HiH EA) is a registered Non-Governmental Organization (NGO) in Kenya with mandate to operate within the Eastern Africa Region and a member of the Hand in Hand Global Network. Her vision is to empower the society through creation of sustainable enterprises and jobs.

HiH EA's mandate is to work within the Eastern Africa region and is currently working in Kenya and Tanzania. The Organization strives to work with the marginalized communities in the area of economic and social empowerment through a participatory approach aimed at lifting themselves out of poverty and vulnerability.

The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable poor people, particularly women and community in general, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for their children, increased access to healthcare, improved housing and overall improved livelihoods.

The model is based on a tried and tested approach to job creation of four interlinked components

- Social mobilisation
- Business training
- Access to credit
- Linking entrepreneurs to markets.

In order to ensure successful implementation of its program/ projects, HiH EA wishes to mainstream RBM and Project Management skills to enhance transparency and accountability in its operations and in all aspects of designing, implementing, monitoring and evaluating its projects.

## **Objectives of the Assignment**

This call therefore seeks to attract the services of a certified training consultant on RBM and Project Management to prepare teaching materials/aids and offer a five day training to about 50 middle and top management HiH EA staff. The course is intended to build capacity of the implementing staff on the following areas:

### **RESULT BASED MANAGEMENT**

1. To build staff understanding on the RBM principle and processes.
2. To build staff capacity on application of RBM principles and Processes.
3. To build staff capacity on how to design, Implement and Monitor Results Based Management Framework
4. Understanding and operationalization of risk management concept.

### **PROJECT MANAGEMENT**

1. Principles of project management
2. Steps of developing a project management plan
3. Building project management team
4. Stakeholder management
5. Risk management
6. Decision making for success
7. Personal time management - impact on projects
8. Effective influence and persuasion
9. Understanding interpersonal relationships and the impact on performance

## **Methodology**

Applicants should outline suggested methodologies for carrying out the training/workshop. The methodology should be highly participatory, involve use of case studies and group work. The training will start at 8.00am and end at 4.00pm.

## **Deliverables**

- A staff assessment on their understanding of RBM and project management before and after the training.
- Well-structured teaching materials/aids/power point presentations in soft copies.
- A comprehensive written plan on how to undertake the training on selection of a consultant.

## **Requests for Expression of Interest**

HiH EA invites eligible and qualified individuals to indicate their interest in providing the services outlined above. Interested consultants must provide information indicating that they are qualified to perform the services, giving a description of similar assignments undertaken, experience with similar organizations in similar environments and conditions.

## **Qualifications of Consultants**

The consultants should have more than five years' experience in RBM and Project Management Training. Such professional experience within development organizations and NGOs is highly desirable.

## **Suggested Training timeframe**

- Advertisement and Tender bids deadline: 7<sup>th</sup> of May – 18<sup>th</sup> of May 2018
- Review and scoring of applications: 21<sup>st</sup> – 22<sup>nd</sup> of May 2018
- Procurement meeting to appoint a consultant: 23<sup>rd</sup> of May 2018
- Introduction meeting with the consultant: 29<sup>th</sup> of May 2018.
- Preparation of training materials 29<sup>th</sup> May – 8<sup>th</sup> of June 2018
- Actual Training: 11<sup>th</sup> – 15<sup>th</sup> of June 2018.
- Report on capacity assessments: 22<sup>nd</sup> June 2018.

## **Submission of Expression of Interest**

Interested consultancy institute/organization/firm/individuals with teams must submit a consultancy proposal specifying technical and financial information, and a short proposal that summarizes understanding of the TOR and details of how the consultant plans to execute the assignment, updated CVs of the team leader and team member either physically or via e-mail on or by **18th May 2018 to:**

**Hand in Hand Eastern Africa. P. O. Box 8562-00100 Nairobi, Kenya. Upper Hill, Lower Duplex Apartments, 2nd Floor, Room 26. Tel. +254 703 960 766, +254202660908/09.**

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