



Funded by
European Union
Civil Protection and
Humanitarian Aid

Terms of Reference
For
A Consultant to Train ECHO-APEAL Consortium Staff on effective Project Management and
Core Humanitarian Standards

1. Introduction

CARE International is a humanitarian non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls. CARE is implementing Access Protection Empowerment Accountability & Leadership Project (APEAL) funded by European Union Civil Protection & Humanitarian Aid (ECHO). The project is implemented in a refugee context by ten organizations operating as a Consortium led by CARE International. Project locations are in West Nile and Southwestern Uganda. Other members of the consortium include International Rescue Committee (IRC), Save the Children International (SCI), War Child Holland (WCH), Humanity & Inclusion (HI), Transcultural Psychosocial support Organization (TPO), Uganda Law Society (ULS), Care and Assistance for Forced Migrants (CAFOMI), Days for Girls (DFG) and Community Empowerment for Peace and Development – West Nile (CEPAD-WN).

2. Background

APEAL is delivering a comprehensive, integrated, evidence-based protection, GBV, child protection, disability and inclusion, mental health, and psychosocial support response for refugees from DRC and South Sudan as well as host communities in Uganda settled in Kyangwali, Kyaka II and Imvepi settlements. The settlements are in Kikuube, Kyegegwa and Terego districts respectively. The project targets 136,126 beneficiaries consisting of refugees and surrounding host communities. The project is currently in its fourth phase with an implementation period that spans from 1st May 2022 to 28th February 2023. The project is designed to promote access to services by providing multi sectoral services to beneficiaries through service linkages for their enhanced protection.

3. Rationale

APEAL partners are delivering a harmonized package of interventions to both refugee and host community project beneficiaries in Kyangwali, Kyaka II and Imvepi refugee settlements. Organizations within the consortium are at different levels of growth which manifests in varying capacity of delivering project commitments. Some of these variations have been observed in areas such as capacity to plan, organize, control, coordinate, report, being accountable, fulfilling contractual commitments, timeliness, and effective management of project stakeholders. Therefore, through this consultancy CARE seeks to build the capacity of Consortium Partners staff in project Management and Core Humanitarian Standards (CHS). The CHS promote quality and accountable practice in delivery of humanitarian services.

4 Purpose and Objectives

The purpose of the training is to ensure consortium partners demonstrate effective and efficient use of project management knowledge and skills during project implementation in humanitarian context. Specific objectives include:

- i. To enhance knowledge and skills of participants in project management, design, and implementation
- ii. To harmonize participants understanding of project management concepts as a key element to quality and standardized delivery of humanitarian projects.
- iii. To enhance adherence of Core Humanitarian Standards (CHS) by the Consortium in the delivery of humanitarian projects.

5. Scope of the Training

The scope of this work entails conducting a three-day training to 30 participants who work in the Consortium. Participants will be drawn from both programs and support teams across hierarchy of the Consortium. Participants from programme teams will be from different technical backgrounds in career fields such as protection, Mental Health and Psychosocial Support, Gender Based Violence prevention and response (GBV) and Disability Inclusion. This assignment involves development of training content and facilitating a three-day orientation training to Consortium staff in Kampala, Uganda. The content should be aligned to the purpose and objectives of the consultancy. The content should have strong linkages between program and support functions. The lead Consultant must demonstrate absolute competency in project management and vast experience in capacity building of project teams. More details concerning the interventions about APEAL IV project i.e., log frame, budget and results to date will be availed during the inception meeting to the successful bidder.

6. Proposed Methodology

This will be a physical training three-day training where 30 participants in total will attend in person. The content of the training should be tailored to address challenges experienced by the consortium as described in the above section under justification. Pedagogical methods that actively engage adults should be used by the consultant during the training. The consultant will be responsible for facilitating all training session while CARE provides leadership in Coordinating Consortium members during the training. The consultant will work closely with the Consortium Manager in tailoring the training materials to align with the specific needs of the Consortium before approval by the management.

7. Expected Outputs and Deliverables

- Within two days upon signing the contract, a training content and training plan will be submitted to CARE for approval.
- Within two days following receipt of feedback by CARE, a final content development and training plan will be submitted to CARE. The submission should include training materials for the training.
- Following approvals of the content by CARE the consultant will embark on training 30 participants who are staff employed by organizational Consortium members.
- A pre training assessment should be conducted to measure knowledge of participants prior to conducting training. A post training assessment should be conducted by the Consultant after conducting the training.
- Three days after the trainings, the consultant should submit to CARE in soft copy a training report. The report should contain pre and post training assessment results that measure knowledge change of the participants.

8. Proposed Timeframe for the Training

The duration for this consultancy is 9 days. The breakdown of the duration includes contracting and content development for 4 days, conducting the training for 3 days and report writing for 2 days. The proposed actual training dates are 15th, 16th & 17th November 2022. The proposal should contain an elaborate work plan capturing all the activities that need to be undertaken and a reasonable budget.

9. Governance and Management of the assignment.

The consultant shall work jointly with the Consortium Manager who will be the link to the management of CARE International in Uganda. The Programme Quality and Learning (PQL) Manager for CARE will provide support on PQL aspects throughout the Consultancy. During the consultancy period, CARE will provide the Consultant with the following:

- Background information, briefings and support access to relevant secondary information and data

- Review and approve the various deliverables such as the training content, the training program, draft report, and the final report
- Mobilization of participants to attend the training
- Pay for the consultancy
- Pay for venue and conference package
- provision of transport and per diem for participants where applicable

10. Consultant Profile/ Required External Response to Terms of Reference

Consultants/ consulting firms are invited to submit a technical and financial proposal specifying the following:

- The lead consultant must have a minimum of a master's degree in social science such as Humanitarian Studies, Project Planning and Management, Strategic Management, Education or Business Management. Possession of a PhD accredited institutions will be an added advantage.
- Evidence of official registration as a consultancy firm or as an individual consultant.
- Demonstrated experience (at least 7 years) providing senior level technical advisory in project management to a range of clients such as INGOs, UN agencies and the Government of Uganda institutions.
- Certificate of completion for previous assignments and or include at least three samples of similar assignments completed in the recent years. Include contact details of person who can be contacted for reference checks.
- Include curriculum vitae of the lead consultant and his/her assistants showing their qualifications and experience in conducting trainings.
- Evidence of availability of appropriate qualifications, manpower and key persons who will facilitate the training. The lead trainer must have a minimum of master's level education from an accredited university.
- Further, to this consultant or firm must indicate how they intend to mobilize the professional skills for the proper implementation of the assignment within a maximum of 9 working days earmarked for the assignment as well as provide a work plan for the duration of the assignment.

Mode of submission.

The Formal Proposal and Budget should be submitted to CARE through the email; UGA.Procurement@care.org in English and PDF in format. All submissions should be made through email, NO hand deliveries will be accepted.

Deadline: 7th November 2022

Full applications must be received by 5:00PM East African standard time. Late submission will not be accepted, and no modification will be made to the call after the deadline.

Note that Conversing with CARE staff regarding the call is unacceptable and will lead to automatic disqualification. All issues regarding challenges with downloading templates should be directed to the CARE email shared above.