



Quotation No. 60.2015

Terms of Reference

Consultancy Services for Training and Coaching for Local CSOs

**“Strengthening civil society organizations towards poverty
alleviation in Gaza Strip”**

Funded by:

Islamic Relief – Sweden with funding sourced from **FORUMSYD**

July 2015

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1 Introduction

1.1 About IRPAL

Islamic Relief Palestine (IRPAL) is an affiliate of Islamic Relief Worldwide. Active in the Palestinian territories since 1998, IRPAL has responded to emergencies, supported the poor, and invested in sustainable development. IRPAL is dedicated to eradicating poverty and alleviating suffering in Palestine. Its work has rested on respecting the humanity and dignity of those whom it helps and on adherence to clear transparency and accountability standards.

1.2 About the project

IRPAL is implementing a project of "Strengthening civil society organizations towards poverty alleviation in Gaza Strip" in order to support the Palestinian civil society organizations (CSOs) including the small Community Based Organizations (CBOs) as well as other non-governmental organizations (NGOs) through training and equipping them with skills and knowledge to play a more effective and recognized role in the design and implementation of humanitarian and development activities, resulting in effective poverty alleviation

1.3 Project Information

Project title	<i>Strengthening civil society organizations towards poverty alleviation in Gaza Strip</i>
Funded by	Islamic Relief – Sweden with funding sourced from FORUMSYD
Location of the action	Gaza Strip
Project Duration	18 months (01/05/2015 to 31/10/2016)
Overall Goal	"Strengthened civil society organizations in Gaza Strip towards poverty alleviation with improved efficiency and effectiveness".
Specific Goal	The Project's specific Goal: is "Improved efficiency and effectiveness of civil society organizations in Gaza Strip".
Sub-Goals	<u>Sub-goal (1): Capacity building program implemented for 20 civil society organizations in the humanitarian and developmental work</u> Sub-goal (2): Upgraded capacity, knowledge and practices of local NGOs in the humanitarian and developmental work up to international standards. Sub-goal (3): Young men and women are included and empowered into the humanitarian and development field through internship approach within local CSOs.
Main Activities:	<p>1. Activities related to Sub-Goal (1):</p> <p>1.1 Conduct baseline organizational capacity assessment of the selected CSOs.</p> <p>1.2 Conduct capacity building programs for target groups (10 topics, total 600 hrs, for 250 staff member of 20 CSOs)</p> <p>2. Activities related to Sub-Goal (2):</p> <p>2.1 Provide CSOs with consultancy and coaching by trainers and IRPAL project team to produce the high priority and short term OD plans interventions focusing on strategic plans and operational plans with incorporating poverty alleviation theme.</p> <p>2.2 Provide the CSOs with nominal institutional capacity building grants.</p> <p>3. Activities related to Sub-Goal (3):</p> <p>3.1 Select 60 interns from the participants of the training programs and volunteers of the CSOs to be hosted at the targeted CSOs for 6 months.</p> <p>3.2 Provide regular supervision for the interns at CSOs to enhance their commitment to workplace and involvement with the organization in applying the learned knowledge and skills.</p>

2 Objective of the Consultancy Assignment

2.1 Overall Objective

Building on the baseline organizational capacity needs assessment and the organizational development (OD) roadmap and action plans, this assignment aims to develop and improve the professional organizational behavior of the targeted CSOs towards effectiveness, efficiency and sustainability, through needs-driven **training and coaching** program for CSOs staff from different backgrounds in average of:

- 600 training hours.
- 250 participants (avg. 25 per group)
- 20 coaching workshops, 6 hours each.

This training and coaching program is planned to be implemented by **individual trainers** (not consulting firms).

2.2 Specific objectives

- A. To improve knowledge and practical skills through delivering training that is highly practical in nature, and content and covers the following areas:

No.	Topic	Target group from CBOs	No. of Training hrs (2 groups)	No. of Training days (2 groups)	No. of Trainees (2 groups)
1.	Humanitarian and Development Work		240	48	50
1.1	Humanitarian Charter and minimum standards for work in emergencies (The Sphere Project)	Projects Staff	60	12	50
1.2	Disaster Risk Management	Projects Staff	60	12	
1.3	Development theories & Principles	Projects Staff	60	12	
1.4	Poverty Analysis and Sustainable Livelihoods	Projects Staff	60	12	
2.	Development Projects Management		360	72	200
2.1	Advanced Project Cycle Management; including Project Design and Proposal Writing, Institutional Fundraising, Donor care, grant management (including Cross Cutting Issues: Gender, People with Disability, Protecting children and Protecting the Environment)	Managers / Projects Staff	120	24	50

No.	Topic	Target group from CBOs	No. of Training hrs (2 groups)	No. of Training days (2 groups)	No. of Trainees (2 groups)
2.2	Human Resources Management, Organizational Development and Strategic Management	Managers / Projects Staff	80	16	
2.3	Results Based Monitoring & Evaluation	Projects Staff	40	8	
2.4	Financial Management, Procurement, Logistics and Services	Accountants / Admin Staff	40	8	50
2.5	Information Technology and Security for NGOs	ICT Staff	40	8	50
2.6	Advocacy, community mobilization and local fundraising	Projects and Communication Staff	40	8	50
	Total		600	120	250

- B. To enhance organizational system building through producing tangible and actionable deliverables in the form of documents, prepared by the targeted CSOs coached by consultants/trainers in light of organizational needs assessment results and the predecessor training program (i.e. a real strategic plans, operational plans, system manuals, project proposals, etc.)

“20 coaching workshops, 6 hours each, as 4 workshops-per-CSO”

3 Methodology

The program would be into two sorts:

- (A) A global training to all targeted CSOs attending at the same time
- (B) A Specific coaching per individual CSO as per its particular needs.

Selected trainers will be contracted for conducting the training program part (A) in the period of August – December 2015, and for part (B) during 2016 when the specific coaching needs are determined and agreed with IRPAL project team and the CSOs.

4 Deliverables for each training course:

- Pre-post-tests to assess trainees knowledge
- Training material packages within 1 week after signing the contract with the trainer (Soft Copy) in Arabic or English (materials will be printed by IRPAL).
- Training delivery in Arabic and English as per the specified dates according to the overall training program calendar which will be agreed with all trainers and CBOs.
- Training report in English reflecting the performed tasks, recommendations, and lessons learned.

- Delivery of coaching hours as per particular needs of CBOs.
- Coaching final report per CSOs per topic

5 Duration

- The training program will be delivered during the period from August to December 2015.
- The coaching part will be delivered during 2016.
- The specific training calendar for each course and group will be drafted by IRPAL and confirmed by trainers and CBOs.

6 Trainers Qualifications, Skills and Experience

- At least 5 years of professional experience in training and capacity building relevant to programs topics.
- Experience in training needs assessment and training outcomes evaluation.
- Certification of the trainer by a certification institution is preferable.

7 Evaluation Criteria

- Technical evaluation (Trainers Qualifications, Skills and Experience): 80%
- Financial evaluation: 20%

8 Application Procedure

Interested experts and trainers who are interested in and available for this assignment should e-mail their **updated CVs as well as cover letter clarifying the specific topics in which they are interested**, to Islamic Relief's Procurement Department at procurement@irpal.ps , no later than Sunday 2nd August 2015.

Interested trainers can show their interest in delivering one or more courses as per their expertise.

The short listed trainers will be contacted for short interview and then asked to provide financial offer.