



Terms of Reference

TRAINING CONSULTANCY

Background

The Somalia NGO Consortium (SNC) members have provided humanitarian and development assistance to communities in all regions of Somalia for decades. The operating environment in Somalia is highly challenging and complex, due to continuing conflict, lack of, weak or contested governance, high levels of criminality, and restricted humanitarian access to populations in need. For a long time, NGOs have encountered both security and operational challenges to their engagement in Somalia and yet have maintained their role of addressing the persistent needs of the communities they work with. International organisations (Donors, NGOs & UN) regularly partner with national organisations to deliver assistance. Partnerships do not always include capacity development inputs for local partners, who at times struggle to build and maintain the capacity of their staff to meet the complex grant management requirements of their funders. Monitoring and Evaluation (M&E) and Risk Management & Accountability (RMA) are two areas in which meeting the demands of complex systems can be a challenge. The trainings are to be conducted in Garowe and Mogadishu. The SNC therefore wishes to hire a consultant trainer to design and deliver basic introductory courses in these important topics to approximately 20-25 NGO staff.

Purpose & Objectives of the Training Courses:

A. Introduction to Monitoring & Evaluation

The purpose of the 2-day M&E course is to provide an overview of the basic principles and methodologies for NGO project/programme monitoring and evaluation with emphasis on practical application.

On completion of the course, the participants will be able to:

1. Define the main terms and concepts used in M&E of projects and programmes.
2. Understand the purpose and function of M&E in the project cycle.
3. Be familiar with a range of basic M&E tools and their use.
4. Design a simple project M&E plan using the M&E tools learned.
5. Understand how to use M&E for planning, accountability, reporting and learning.

B. Introduction to Risk Management & Accountability

The purpose of the one-day RMA course is to provide an overview of the basic principles and methodologies for Risk Management & Accountability, with emphasis on practical application.

On completion of the course, the participants will be able to:

1. Understand Basic NGO Risk Management and Accountability and why it is required
2. Be able to develop a simple Risk Register.
3. Be familiar with the NGO Consortium Guidelines on Risk Management & Accountability and the requirements to sign on to this document.

Scope of Work

The consultant will be required to:



1. Design/administer two participatory training courses to 20-25 NGO participants operating in Somalia in accordance to the agreed course objectives.
2. Produce a concise training report including recommendations for future training

Qualification & Experience of the Consultant

The consultant should have:

1. Experience in the design and facilitation of training for adults.
2. Experience in the design and practical implementation of M&E and Risk Management systems.
3. At least 10 years' experience and knowledge of the Somalia operating context for NGOs.

Duration & Structure of Assignment

The assignment is planned for 7.5 days to be undertaken in the month of July 2017:

Preparation for M&E:	1.5 days
Preparation for RMA:	1 day
Training for M&E:	2 days
Training for RMA	1 day
Report writing (M&E and RMA):	2 days
Total number of days:	7.5 days

Success of this training will lead to a similar assignment planned for 7.5days to be undertaken in the month of November 2017.

Costs/Payment

1. The total consultancy fees will be paid by SNC to the consultant on completion of the training.
2. In addition to the professional fees, SNC will be responsible for the air transport, accommodation and visa costs of the consultant.
3. No other fees apply

How to Apply:

Candidates who are interested in the position should send their applications online to info@somaliangoconsortium.org to be received **no later than Friday, June 30th 2017, 6:00PM**. The application should be titled **“Training Consultancy: M&E and RMA”** and should include the following:

- Maximum one page expression of interest, detailing previous experience in similar trainings or courses
- Resume/Curriculum Vitae of the consultant and/or consultant team members
- An indicative outline for the course or any outline of courses already conducted
- 2 references
- Budget/Fees (all costs included)

Only shortlisted candidates will be contacted.