

TERMS OF REFERENCE

Assignment:	Consultancy to prepare and deliver training for GIZ LEAD programme on Proposal Writing and Project Cycle Management
Consultant:	
Date:	08.01.2019
Version:	



Strengthening Women in
Decision Making in the Middle
East



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1. BACKGROUND

The Strengthening Women in Decision Making in the Middle East (LEAD) programme of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) aims to enhance political participation of women in local governance and civil society in selected communities in Palestine, Jordan and Lebanon. The programme is financed by the German Federal Ministry for Economic Cooperation and Development (BMZ) through its "Special Initiative for Stabilization in North Africa and the Middle East" (SI MENA).

The programme engages in three areas of action to support women's political participation:

- Empowering women in local politics and local government
- Promoting a gender-sensitive environment in local governance
- Establishing and strengthening gender platforms and networks that coordinate the objectives and activities of concerned actors including civil society

In order to support a stronger participation of women in decision-making in local councils and administration, GIZ LEAD and in partnership with a Lebanese partner organization will make a call for "My Community Projects" Fund. The call will target women municipal council members who will apply for a grant to implement community projects in their communities

12 projects from all over Lebanon will be selected and the women council member who have submitted it will get access to funds for implementation.

The preparation of the selection and implementation will include the following phases:

- Phase 1: A open call for participation in a proposal writing training, targeting women council members
- Phase 2: A 1-day training, in up to 4 locations, on proposal writing for women council members selected based on the open call for participation
- Phase 3: Submission of project proposals developed by the women participants after the training on proposal writing
- Phase 4: Selection of 12 projects
- Phase 5: 2 days training for the applicants of the 12 selected projects on project cycle management, consequently the 12 projects will receive funding for implementation

The LEAD programme is searching for a consultant to prepare and deliver the Proposal Writing and the Project Cycle Management trainings as described above

2. OBJECTIVES

The objectives of this assignment are:

Prepare and deliver a training on Proposal Writing in Four Locations
Prepare and deliver a training on Project Cycle management for the "My Community Project" Fund component of The GIZ-Lead Programme, in one location

3. SCOPE OF SERVICES

In realization of the objectives of this assignment, the consultant shall work under the close guidance of the GIZ-LEAD team Lebanon and the local partner organization.

The consultant shall render the following services:

By understanding the LEAD Programme and the "My Community Project" Fund component through a meeting with GIZ-LEAD and the partner NGO. And by carefully reading all provided documents, the consultant shall undertake but not be limited to the following:

- Submit a description of the training on Proposal Writing (on forms to be shared by GIZ LEAD) including materials, presentations, handouts, pre- and post-test based on the GIZ-LEAD indicators as agreed with the team
- Prepare with GIZ LEAD and the “My Community Project” Fund consultant the forms to be used for submitting project proposals
- Prepare and deliver a 1-day training on Proposal Writing in up to four locations
- Submit a description of the training on Project Cycle Management (on forms to be shared by GIZ LEAD) including materials, presentations, handouts, and pre and post-tests based on the GIZ-LEAD indicators and agreed with the team
- Prepare and deliver a 2-days training on Project Cycle Management in one location
- Prepare training reports as per the forms requested and shared by GIZ LEAD including the analysis of the pre and post tests for each training based on GIZ LEAD indicators

All steps and activities undertaken by the consultant require previous and continuous agreement with and previous approval by GIZ LEAD.

4. ASSIGNMENT’S TIMEFRAME

This consultancy will be implemented within the period starting the 1st of February 2019 until 31st of March 2019, dates to be agreed upon the start of the contract.

5. DELIVERABLES

Given the previous scope of service, the following are the **key deliverables**:

Tasks	Key Deliverables	Due Date
	Understanding of the LEAD Programme and the “My Community Project” Fund through a meeting with GIZ-LEAD and studying provided documents	By 4 Feb 2019 (exact dates to be agreed with team)
	Submit a description of the training on Proposal Writing and the training on Project Cycle Management (on forms to be shared by GIZ LEAD) including materials, presentations, handouts, pre and post tests	By 8 Feb 2019
	Prepare with GIZ LEAD and the “My Community Project” Fund consultant the forms to be used for submitting project proposals	By 11 th of March 2019
	Prepare and deliver a 1-day training on Proposal Writing in up to four locations across Lebanon	By 25 March 2019 (exact dates to be agreed with team)
	Prepare and deliver a 2-days training on Project Cycle Management in one location	By 25 March 2019 (exact dates to be agreed with team)
	Prepare training and process reports in English as per the forms requested and shared by GIZ LEAD including the pre- and post-tests analysis.	By 31 March 2019

6. LEVEL OF EFFORT

The consultant is expected to accomplish the tasks within the designated timeframe and for an estimated time/effort input of up to **10 working days (8 hours each)**. Actual working time should be recorded using the timesheet format to be shared by GIZ

It is expected for the consultant to be available to work also on (some) weekends, as many women are most probably not enabled to participate in full day trainings during the regular work week.

7. QUALIFICATIONS AND REQUIREMENTS

- Experience in training on Proposal Writing and Project Cycle Management in Arabic
- Excellent facilitation skills to prepare and facilitate the requested training workshops
- Experience in preparing and providing training workshops using interactive and engaging methodologies
- Strong communication and interpersonal skills to be in touch with and supportive to the LEAD programme staff, the partners and the participants to the training workshops
- Proven experience in working with municipalities and with women, as well as with participants with different backgrounds, independently of political views, religious beliefs, regional belonging etc.
- Experience with Information Technology especially for preparation of workshops documentation and analysis of pre/post tests
- Strong organizational skills for preparing training workshops
- Adaptability skills especially when working with diverse groups and experience levels of trainees
- Ability to work within deadlines
- Mother tongue Arabic; Fluent in English.

Commented [WU1]: Ability to meet deadlines

Signature	Date & Place
<i>Strengthening Women in Decision Making in the Middle East</i>	<i>16.01.2018</i>