

**Conflict Resolution Training Program**

**Terms of Reference for Consultancy Services**

**“Fundamental Budgeting ”**

**Funded by**

**UNICEF and SCI**

**Implemented by**

**NABAD for Development – Lebanon**

**2023**

# Introduction

Founded in 2013, the Association Nabad for Development, hereinafter referred to as NABAD is a civil, nongovernmental, and non-profit organization working on the alleviation of human suffering, dismantlement of injustices, development of impoverished and disenfranchised communities, and empowerment of individuals. With the Universal Declaration of Human Rights as its basis for action, Nabad’s principal focus is on ensuring that individuals and communities are aware of their rights and responsibilities, can practice these rights, and have access to the means that allow them to enjoy these rights.  Among the domains that the Organization has experience working in include alleviation of poverty and conflicts, raising public awareness on citizenship, protection, democracy, and human rights, empowerment of Community Committees and women, and promotion of social stability and peacebuilding. Nabad concentrates its efforts on helping refugees, developing Lebanese society in general, and the local communities in Bekaa and Mount Lebanon in particular, especially by supporting and developing poor families and enhancing the educational, economic, and social aspects of the marginalized and underprivileged segments thereof. Furthermore, it focuses on providing these communities with the resources and expertise that are necessary to reach a proper environment for creativity to consolidate, strengthen, and further develop their capacities and so of the civil institutions and avail access to the resources that allow them to reach their full potential.

The Organization’s scope of operation covers the entire area of Bekaa, South, Beirut, and Mount Lebanon. Nabad has a human resource base of 40 staff members and a volunteer corps of 300 professionals. All of the staff members have solid experience in the Emergency Response Operation for the Syria Crisis in various positions ranging from front-line field staff to senior management ranks and have developed solid expertise in the various sectors of the humanitarian.

# Objectives of the training

Under the context of Fundemental budgeting, NABAD “ ” intends to deliver full package training as part of capacity building targeting 20 pemployees. **The consultant will be working full time / 2 days including conducting the sessions plan.** Thus, the fundamental budgeting primary objective is to equip NGO staff with the necessary skills to develop, manage, and monitor budgets effectively. The training should cover fundamental budgeting principles, tools, and best practices tailored to the NGO's context.

1. **Consultant main objective:**
2. Assess the current understanding of budgeting within the organization.
3. Design a customized training program on fundamental budgeting.
4. Conduct on-site or virtual training sessions for NGO staff.
5. Provide practical exercises and case studies relevant to NGO projects.
6. Offer post-training support for questions and clarifications.
7. Ensuring or creating feedback loops that allow for suggestions, modifications, or grievances related to the sessions or exercises to adapt to changes occurring in the work environment, based on the feedback from trainees.
8. Ensuring that all Community Committees are trained adequately, and have a solid understanding of the training material.
9. Developing pre-posttests, collecting pre-post data, and submitting a final electronic report.
10. **Responsibilities**
11. The facilitator will assume the primary role of delivering training sessions on both days.
12. Conduct engaging and interactive sessions, encouraging active participation from attendees.
13. Clarify doubts, answer questions, and foster an inclusive learning environment.
14. Adapt training content based on the participants' understanding and needs.
15. Customize training materials.
16. Develop Practical exercises and case studies.
17. **Capacity building**

The consultant will provide professional training to Nabad Employees based on identified training needs through a pre-test questionnaire. He/she will also train them on how to create budgets and use these forms and effectively utilize the planning and implementation process.

# Report and Formulation of Recommendations

At the end of his/her assignment, the consultant will prepare a final report in English. The report should contain collected assessment data, an analysis of the findings, the scope of the training impact, and the consequences based on pre and post-tests that have been done for the trainees and the training activities.

# Training outlines titles:

The trainer(s) will be committed to delivering the following training and the related materials (in Arabic) following the topics:

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| Training Topic |
| 1. **Establish a foundational understanding of financial management in the NGO context**.**:**
* Background
* Understanding budgeting
* key findings/contributions and recommendations
* Definition of financial management.
* The role of budgeting in project planning.
* Basic budgeting terminology.
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| 1. **Provide strategies for accurate forecasting of expenses and revenues.**
* Techniques for expense forecasting.
* Strategies for revenue projection in the NGO context.
* Case studies illustrating effective forecasting.
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| 1. **Equip participants with the skills to create comprehensive and effective project budgets.**
* Step-by-step guide to creating a budget.
* Practical exercises on budget development.
* Consideration of donor requirements and compliance.
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| 1. **Apply budgeting principles to real-world scenarios, enhancing practical skills.**
* Analysis of real-world NGO budgeting scenarios.
* Group exercises to apply budgeting principles.
* Discussion of challenges and solutions.
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| 1. **Introduce tools and strategies for tracking and evaluating budget performance**.

 * Introduction to budget monitoring and evaluation.
* Practical tools and software for tracking budget performance.
* Developing key performance indicators (KPIs) for budget success.
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| 1. **Enhance participants' ability to communicate budget information persuasively.**
* Strategies for effective communication of budget information.
* Presentation skills for budget discussions with stakeholders.
* Role-play scenarios for conveying budget details persuasively.
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# Requirements:

**Qualified candidates (individuals and firms) are invited to apply for this task. The candidate (individuals and firms) can apply for one or more of the mentioned training topics.**

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| **a. Academic Qualifications:** * Hold a degree in finance, business administration, or a related field. A postgraduate qualification in a relevant discipline would be advantageous.

**b. Years of Experience:** * Demonstrated expertise in financial management, particularly in the context of non-governmental organizations.
* Familiarity with budgeting processes specific to the NGO sector and understanding of donor requirements.
* Proven track record in conducting training sessions on budgeting, financial management, and related topics.
* Experience in designing and delivering customized training programs for diverse audiences.
* In-depth understanding of the challenges and dynamics of the NGO sector, including financial constraints and reporting requirements.
* Familiarity with relevant budgeting tools and software commonly used in the NGO sector.
* Ability to integrate technology into training sessions for enhanced learning.

**c. Competencies:** - Excellent Facilitation skills - Excellent training skills - Excellent reporting skills - Proven impartiality and cultural and human rights sensitivity. Ability to build strong relationships with local actors using inter-personal skills to network effectively - Excellent analytical, negotiating, and communication skills - Ability to work under pressure, meet deadlines and show flexibility - Excellent command of Arabic language and good command of English. French is a plus  |

# Proposal Submission and Evaluation

* The Technical Proposal shall include, but not necessarily be limited to the following items:
* Introduction (including the consultant’s understanding of the required assignment).
* Qualifications and relevant experience of the consultant (attach CVs of proposed person/ team).
* Proposed approach and methodology for conducting the assignment with preliminary schedule submission and Evaluation of Technical Proposal.

# Training Date

* **December 21st and 22nd , 2023.**