**Terms of Reference (TOR) for Basic Excel and Accounting Training**

1. **Background**:
	* The purpose of this training is to enhance the Excel and basic accounting skills of the municipality staff three each for (Fnaidek, Ain el Tineh). This will improve efficiency in data management, financial analysis, and reporting to align with our community support & capacity building objectives.
2. **Objective**:
	* To provide participants with fundamental knowledge and practical skills in Microsoft Excel and basic accounting principles.
	* To enable participants to effectively utilize Excel for financial data organization, analysis, and presentation.
	* To ensure a basic understanding of accounting concepts and their application in daily work.
3. **Scope of Work**:
	* Introduction to Microsoft Excel: Understanding the interface, basic functions, and commands.
	* Data Entry and Management: Techniques for efficient data entry, use of formulas, and data sorting.
	* Basic Excel Functions: Focus on SUM, AVERAGE, VLOOKUP, and basic conditional functions like IF statements.
	* Spreadsheet Design: Best practices in layout for clarity and effectiveness.
	* Introduction to Accounting Principles: Understanding basic accounting terms, principles, and concepts.
	* Practical Accounting Applications: Using Excel to manage simple bookkeeping and accounting tasks.
	* Reporting: Creating basic financial reports and charts in Excel.
4. **Duration**:
	* The training will be conducted over a period of 3 weeks with each session lasting two hours for three days a week minimum.
5. **Target Audience**: **(three members from Ain el Tineh municipality, three members from Fnaidek municipality)**
	* Employees at the municipality water committee who handle data and financial
	* information but have limited exposure to Excel and accounting principles.
6. **Training Methodology**:
	* A combination of theoretical instruction and practical exercises.
	* Interactive sessions with hands-on practice in Excel.
	* Use of real-life scenarios and case studies to illustrate the application of skills learned.
	* In place noting that trainer should move to the area of concern and apply the training.
7. **Trainer Qualifications**:
	* The trainer should have substantial experience in both Excel and basic accounting, with a preference for certified professionals.
	* Prior experience in conducting similar training sessions.
8. **Evaluation and Feedback**:
	* Participants will be evaluated through practical exercises and a short test before & after the training.
	* Feedback will be collected to assess the effectiveness of the training and identify areas for improvement.
9. **Expected Outcomes**:
	* Enhanced skills in Excel and basic accounting among participants.
	* Increased efficiency in handling, analyzing, and reporting financial data.
	* Improved accuracy and timeliness in financial reporting and decision-making processes.
10. **Reporting**:
	* The trainer will provide a final report at the end of the training, summarizing the activities conducted, participant engagement and attendance sheets, and recommendations for future training.
11. **Confidentiality**:
	* All materials and information provided during the training are confidential and should be treated as such by the participants and trainers.
12. **Follow-up and Support**:
	* Post-training support for a specified period to address any queries or issues encountered by participants in applying their new skills for at least one month after the training is conducted. Also Trainer is responsible on providing Certificates to trainees