

Terms of Reference for Consultancy to Develop and Facilitate the CPDE/Faith Based Constituency Training Event

Kampala, Uganda

Date: 7-9th Nov 2017

Introduction to Project Concept

Project Description

This project's goal is to ensure that faith leaders and communities in East Africa understand the importance of and engage on development effectiveness, Agenda 2030 and the national and global planning processes to deliver them. Currently faith based organisations, although often wielding substantial resources and activities, are not sufficiently involved in the development community at national level.

The specific outcomes we are looking for are:

1. To have trained key leaders and staff from FBO networks across four countries in East Africa- Kenya, Uganda and Tanzania to understand the principles and implementation of development effectiveness and Agenda 2030.
2. To have enabled national FBO networks to have engaged with and contributed to national development processes at a national level .

Activities.

The envisaged activities include:

1. A regional training/learning exchange meeting in Kampala for up to 25 people to which faith networks and apex organisations will be invited to for three days. Support will be provided for travel costs and accommodation within a budget. Depending on the demand, some organisations may need to contribute to costs.
2. After 2-3 months a follow up meeting will be held in the capital of each participating country to provide learning exchanges at national level and develop further coordinated planning for engagement between and within different faith groups. We expect these meeting to be for up to 12 people.

Scope of work for this consultancy:

On behalf of the Faith Based Constituency Steering Group¹

- To develop and facilitate appropriate preparatory training for participants in-country, including **for Phase 1:**
 - A webinar event to introduce potential participants to the training event and what it will cover- Target date: mid to end Sept 2017

¹ ACT Alliance, Brot fur die Welt, Caritas Internationalis, Islamic Relief Worldwide, Lutheran World Federation

- An engaging and effective regional training event over three days to enable participants to:
 1. Apply Development Effectiveness Principles within the context of national programming and advocacy
 2. Understand why and how to engage on Agenda 2030 and the SDGs at a national and local level. Training on Agenda 2030 needs to cover the context of its introduction, its themes, goals and targets, and its methodology of implementation at a national level.
 3. Develop understanding and dialogue of faith based discourse relevant to ensuring community buy-in to the SDGs. We suggest participating organisations and Steering Group members could share this in a participatory way.
 4. Conduct participatory planning of phase 2, involving a meeting with faith networks at national level to assess progress and plan future engagement

- Must include designing the agenda and employing appropriate teaching methodologies and trainers
- Ensure time is built in for country groups to work together to develop plans that they will commit to delivering on return home
- to identifying appropriate training materials for the events for post training use
- ensuring strong facilitation, which may include by self and/or other facilitators

Key responsibilities:

- To work with ACT Alliance and the SG to agree the budget, and stay within this
- To send regular updates on the work to the SG, and to consult with them on design of the event, including facilitators and resource people
- To coordinate fully with the Logistics and Arrangements Consultant in terms of what the event will require and that can be delivered within the venue and budget available

Please Note: The logistics for organizing the venue, catering and travel arrangements will be the subject of a separate contract being tendered and therefore do not need to be included

Time commitment:

We expect that Phase 1 of the project will last 4 months from late August to November with activity and capacity particularly needed around the training design phase, the webinar and the week of the meeting in Kampala.

Remuneration:

Funding may be claimed for identified costs in advance at stages throughout the project. Subsequent payments will be dependent on proper reporting and accounting for expenditure. Funding for the event comes from CPDE and will be managed by Act Alliance secretariat.

Applying as a consultant

If you are interested in managing the project activities identified within the key tasks and deliverables section above, please send a response according to the criteria outlined below by 14th August 2017 by email to:

Alison Kelly, ACT Alliance

Email: alison.kelly@actalliance.org

CONSULTANCY CONTRACT

All potential applicants must submit a proposal containing the below three points and fill in the table beneath in **Appendix 1** to help collate key data pertaining to this tender. The applicant must be clear about other expenses being claimed in relation to this consultancy and these must be specified clearly.

For this consultancy all applicants are required to submit:

- A covering letter with a company profile(s) of all stakeholders and the CV of the lead consultant(s).
- A proposal including, planned activities, methodology, deliverables, timeline, and cost proposal (including expenses) are expected. See below appendix 1 table for costs summary.
- Other relevant supporting documents should be included as the consultants sees fit, including details of two referees.

All applicants must have permission to operate in Uganda

TENDER DATES AND CONTACT DETAILS

All proposals are required to be submitted by **Wednesday 16th August 2017** pursuant to the attached guidelines for submitting a quotation and these be returned to alison.kelly@actalliance.org

For any issues relating to the tender or its contents please email directly to [Alison](#) or other named colleagues detailed in [Appendix 1](#)

Following submission, Act Alliance may engage in further discussion with applicants concerning tenders in order to ensure mutual understanding and an optimal agreement.

Submissions must include the following information for assessment purposes.

1. Payment terms (payment normally made within 28 days of invoice)
2. Full breakdown of costs including expenses and any VAT
3. References (two are preferred)
4. Technical competency for this role
5. Demonstrable experience of similar work carried out successfully

APPENDIX 1

Please fill in the table below. It is essential all sections be completed and where relevant additional expenses be specified in detail. In case of questions about how to complete the table below, and For further clarifications and enquiries the following people may be contacted:

Alison Kelly Act Alliance Email: alison.kelly@actalliance.org Office: +1 212 867 5890, ext 303 US Cell: +1 347 443 4434 UK mobile: +44 (0)7900 007713	Eva Ekelund Church of Sweden E-MAIL: eva.ekelund@svenskakyrkan.se TELEPHONE: +46-18-+46-18-169822 MOBILE PHONE: +46-18-+46 70 2835656
Atallah FitzGibbon Islamic Relief Worldwide atallah.fitzgibbon@irworldwide.org Office: +44 121 6220722 Mobile - +44 (0)7877905088	

Cost Breakdown Sheet	
<u>Cost evaluation of CPDE consultancy</u>	Applicants name
Company name	
No of proposed hours per working day	
No. of proposed days	
Earliest available start date	
Hourly rate	
Daily rate	
Inclusive of Taxes if relevant (Total)	
Other expenses (please specify)	
Other expenses (please specify)	
Other expenses (please specify)	
Payment terms terms are normally 28 days.	
Total cost for consultancy	

Note

The applicant is expected to take responsibility for paying full taxes and social charges in his/her country of residence.