



REGIONAL INDIVIDUAL CONSULTANT

Terms of Reference (TOR)

Trainer for GIABA Workshop on Results-Based Management (RBM)

General Information

Scope of Advertisement:	Regional (ECOWAS Member States Only)
Type of Contract:	Individual Consultant
Post Type:	Regional Consultant
Duty Station:	Dakar, Senegal
Languages:	English and French
Duration of Contract:	5 pre-event working days and 5 direct working days (Ranging between the 10 th to the 14 th of June 2024 (Anglophone) and 17 th to the 21 st of June 2024 (Francophone))
Start Date:	Immediately after Concluding Contract Agreement

I. Workshop Background

The GIABA Secretariat in Dakar, Senegal, is organizing a capacity-building workshop for 30 staff members in June 2024 in two streams in Anglophone and Francophone. The details of which are outlined further in the document.

The thematic focus of the training is Results-based Management (RBM).

The training aims to give participants background knowledge, skills, and practical experience to make them capable of delivering project results for the respective member states' mandates, their partners, and communities. The training also aims to give participants a thorough understanding of the principles and practice of RBM: defining realistic expected results, monitoring progress toward achieving expected results, integrating lessons learned into management decisions, and reporting on performance.

Learning Objectives:

Objective 1:

To introduce participants to the concept of Results Based Management, principles, characteristics, and processes involved in effective Project Management.

Objective 2:

To equip GIABA Staff with the knowledge and skills to apply Results-Based Management (RBM) principles in supporting the GIABA programming processes.

Objective 3:

Participants to understand and be prepared to use RBM practical frameworks, tools, and approaches to communicate, document, and report on programs in the context of the GIABA Strategic Action Plan 2023 – 2027.

GIABA Strategic Action Plan 2023 – 2027:

1. **Pillar One:** Performance of the GIABA Secretariat
2. **Pillar Two:** Risk Understanding and Compliance
3. **Pillar Three:** National Coordination and International Cooperation
4. **Pillar Four:** Performance of AML/CFT/PF Actors

II. Objective of the consultancy:

The objective of the consultancy is to develop and/or enhance the workshop participants' capacities with respect to Result-based Management (RBM). In this regard, a specialized and experienced trainer (Consultant) in Result-based Management will be selected to facilitate and deliver the training event.

The consultant is expected to:

- Develop and share the workshop agenda, session design, and training materials with the GIABA Coordinator.
- Develop a blended program to extend learning and its application beyond the on-site event.
- Develop the content of the 'Training of Trainers (TOT) for the Program Officer in RBM.
- Conduct a pre- and post-workshop survey and document the survey results.
- Deliver the training and facilitate the workshop while ensuring the quality of input (content) and output.
- Delivery of training.
- Compile a report on the training results within one week after the training.
- Draft and share a short article for the GIABA newsletter and a photo of participants in action.

III. Scope of work:

The tasks to be undertaken by the consultant will be as follows:

1. Before the learning event:
 - Work with the GIABA Program Officer to:
 - Involve GIABA Directors and the Principal Officer – Planning and Resource Mobilization in the design of the training program.

- Design systematic instructions to ensure (i) identification of desirable learning outcomes, (ii) statement of trainee-oriented objectives for each session, and the (iii) ideal approaches for the learning.
- Develop trainee readiness materials like a simple flyer relating the learning to their needs and the GIABA's mandate towards AML/CFT/PF and the GIABA Strategic Action Plan 2023 – 2027.
- Design a peer coaching component to guide the program officer in transferring the learning as an orientation for new staff.

2. During the training:

- Work with the participants to develop application-oriented objectives with behavioral statements guiding participants to think of what they will do beyond the respective sessions. The same objectives should be used to formulate an **Action Plan** and, eventually, an **RBM Plan** with assignments to all participants as individuals or small groups.
- Give individualized feedback to participants – using feed-forward guidance that will help trainees know what they will do and how to integrate the learning into their respective personal development plans/assignments.
- Develop and provide participants with learning transfer aids – containing key points/steps covered during each training session.
- Provide all learning materials to the Program Officer to upload on the SharePoint Platform for future reference and replication.
- Support trainees identify and link with trainee buddies based on their interests, functions, and Experience, among others.

3. After the training:

- Conduct training evaluations and give feedback: one immediately and another after 2 months to remind participants of what they learned.
- Use the evaluation and feedback data to design a straightforward refresher session summarizing the essential concepts and skills trainees (i.e., TOT materials/guidance notes) will need for cascading events by the Program Officer for new GIABA Staff.
- Work with the Program Officer to develop recognition strategies which will motivate participants transfer the same skills to staff.
- Provide follow-up support to: (i) find out how individuals/groups are progressing with learning transfer activities, (ii) find out the major ideas taught and discussed being used, (iii) the results so far and (iv) what more support is needed to do even better.
- Capture key take-aways and action points of each session, compile them into a report on the training results within one week after the training.
- Draft and share a short article for the GIABA newsletter, along with photos of participants in action.

4. **Timeline:** The duration of the consultancy shall be 10 working days, divided into five working days for the development of materials and five working days for delivery on-site of the workshop.
5. **Location:** Off-Site and On-Site (Saly-Portudal / Somone, Senegal)
6. **Logistics:** The GIABA Program Officer will support the Consultant to access required information like staff and senior staff contact details.

IV. Qualifications and Experience

- Advanced degree in statistical analysis, social sciences, planning development, planning economics or development economics, development Studies, public administration, or related fields.
- Minimum of 10 years of relevant work experience in training and facilitation.
- Proven track-record in facilitation of trainings in the fields of Results Based Management.
- Experience in participatory facilitation methodologies and familiarity with visual and creative aids to ensure participants' engagement.
- Excellent communication and organization skills.
- Experience and knowledge of the ECOWAS system and current international development frameworks, particularly the GIABA mandate in AML/CFT/PF, would be an asset.

V. Selection criteria

Qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - Technical Criteria weight is 70%
 - Financial Criteria weight is 30%

VI. Reporting and Payment Schedules

The reports should be submitted to the GIABA Secretariat Procurement Unit - procurement@giaba.org, within days stipulated below after the commencement of the contract to receive the commensurate payment.

Activity	# of Days	Deliverable	Due date	Payment Schedule
Meeting with GIABA Program Officer on workshop design	½ day	Virtual Meeting held with agreed strategy and action points	May 10	N/A
Engage GIABA Senior and Staff as part of the preparatory steps for the workshop	1 day	Either joint or one on one meetings with the UN Volunteers and their supervisors to ensure that the programme is adequately tailored for them.	May 23 - 24	N/A

Activity	# of Days	Deliverable	Due date	Payment Schedule
Provide input for pre- and post-workshop assignments	1 day	Reading list and concept for pre- and post-assignments	June 5 - 6	N/A
Develop training content, materials, presentations, and training methodology; submit to GIABA Program Officer for review and feedback	18 days	Storyboard of training; adjusted training agenda; training materials and presentations	May 10 – June 6	N/A
Receive feedback from program officer and update training modules accordingly	½ day	Compilation of feedback received	June 7	N/A
Provide input for evaluation questionnaire	2 days	Questionnaire	June 14 ¹ and June 21 ²	N/A
Review of pre-training assignments	1 day	Feedback on pre-assignments provided to participants	June 15 ³ and June 22 ⁴	N/A
Deliver and facilitate the 5-day training	5 days	Training facilitated & delivered	June 10 – 14 (Anglophone) and June 17 – 21 (Francophone)	50%
		Materials and presentations provided to the GIABA Program Officer to upload on SharePoint		50% ⁵
		Report on training results submitted		
Capture take-aways and action points of the training				
	29 days			100%

VII. Competencies and Critical Success Factors

Development and Operational Effectiveness:

- Exhibit sharp attention to detail and ability to track and organize multiple issues.
- Very effective at multi-tasking.
- Strong initiative-taker.

Creative solutions:

- Works toward creative solutions by analyzing problems carefully and logically.

Priority setting:

- Sets priorities, produces quality outputs, meets deadlines, and manages time efficiently.

¹ Last day of Anglophone training

² Last day of Francophone training

³ Day after Anglophone training

⁴ Day after Francophone training

⁵ Payment will be made according: Per diem and Honorarium payment on-site of the workshop; consultancy fees via bank transfer at the end of the workshop

Achieving results:

- Focuses on achieving results for external and internal clients.

Technical knowledge:

- Demonstrates sufficient technical knowledge to perform effectively in own specialty.
- Familiarity with the ECOWAS system is an asset.

Team player:

- Displays open, cooperative behavior with other team members.
- Have a can-do attitude, whatever it takes to get it done, comfortable with a certain fluidity and a fast pace.
- Convey a sense of humor and the ability to not be flustered and find solutions across cultures.
- Displays cultural, gender, religion, race, nationality, age sensitivity, and adaptability.

VIII. Contact person

The trainer will report to the GIABA Program Officer on day-to-day planning, administrative tasks, and consultancy deliverables.

IX. Application process

Applicants are requested to apply before April, 26 2024. Individual consultants are invited to submit technical and financial proposals as applications together with their CVs for these positions.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in one single PDF document:

- 1) Duly accomplished Letter of Confirmation of Interest and Availability
- 2) Personal CV indicating all experience from similar projects, as well as the candidate's contact details (email and telephone number) and at least three (3) professional references.
- 3) Technical proposal:
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment
 - b. A methodology on how they will approach and complete the assignment.
- 4) Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Evaluator ethics

Evaluation consultants will be held to the highest ethical standards and must sign a Code of Conduct upon acceptance of the assignment.

Language:

Excellent command of English for the Anglophone Workshop and French for the Francophone Workshop.

Application Procedure

Interested consultants are required to submit an electronic application via GIABA Procurement GIABA Secretariat Procurement Unit - procurement@giaba.org

The application should include the following documents/information:

- a) Letter of Interest
- b) Personal CV indicating all past experience from similar projects, as well as the contact details (email and telephone number) and at least three (3) professional references.
- c) Brief description of why the Consultant considers her/himself as the most suitable for the assignment and a methodology on how to approach and accomplish the assignment.
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Financial proposal (template provided in Annex A) stating an all-inclusive fixed lump-sum fee for this assignment in your local currency, supported by a breakdown of costs/fees per working day. Such total lump sum price must include professional fee, and costs necessary to conduct the assignment such as communication costs, etc. The consultant will be paid against completing specific, measurable deliverables as identified in this TOR.

Qualified women are encouraged to apply. Interested applicants for any inquiries should send an email to: procurement@giaba.org

Annex A - Financial Proposal Template

Activity	Quantity	Unit Cost	Total
Air Fare	Economy GIABA Conference Unit		
Per Diem	Fixed ECOWAS Pricing		
Honorarium	Fixed ECOWAS Pricing		
Consultancy Fee – Training Delivery			
Total			