LOCAL INDIVIDUAL CONSULTANT

Terms of Reference (TOR)

Trainer for UNV Workshop on Results Based Management (RBM)

General Information

Scope of Advertisement: Local (Uganda National Only)
Type of Contract: Individual Consultant
Post Type: Local Consultant
(National)
Duty Station: Kampala
Languages: English
Duration of Contract: 10 working days (Ranging between 12th and 30th September 2022)
Start Date: Immediately after Concluding Contract Agreement

1. Workshop Background

The UNV Field Office (FU) in Uganda is organizing a Capacity Development and Learning Facility (CDLF) Workshop for 60 serving UN Volunteers in September 2022. The details of which are outlined further in the document.

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

The purpose of the training is to give participants background knowledge, skills and practical experience in order to make them capable of delivering project results for the respective Host Entities mandates their partners and communities. The training also aims at giving 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 for effective Project Management.

Objective 2:
To equip UN Volunteers with the knowledge and skills to apply Results-Based Management (RBM) principles in supporting the UN System’s programming processes.

Objective 3:
Participants to understand and be prepared to use RBM practical frameworks, tools, and approaches to communicate, document, and report on programmes in the context of the 2030 Development Agenda/ SDGs, Uganda’s 3rd National Development Plan (NDP III) 2020/21 – 2024/25 and the UNSCDF for Uganda (2021 – 2025).

SDG Goals:

1. Goal 10 - Reduce inequality within and among countries
2. Goal 16 - Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
3. Goal 3 - Ensure healthy lives and promote well-being for all at all ages
2. **Objective of the consultancy:**

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

The consultant is expected to:

- Develop and share workshop agenda, session design, and any training materials with UNV FU.
- Develop a blended programme to extend learning and its application beyond the on-site event.
- Develop the content of the ‘Training of Trainers (TOT) for UN Volunteers 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 report on the training results within one week after the training.
- Draft and share a short article for the UNV newsletter along with photo of volunteers in action.

3. **Scope of work:**

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

1. **Before the learning event:**

   - Work with the UNV FU Team to:
     - Involve HE supervisors and UN Volunteers in the design of the training programme.
     - 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 UN System in Uganda’s mandate towards achieving SDGs and the self-assessment exercises.
     - Design a peer coaching component that will guide participants transfer the learning.

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 start formulation of an Action Plan and eventually a RBM Plan with assignments to all participants as either 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 in their respective personal development plans/assignments.
   - Develop and provide participants with learning transfer aids — containing key points/steps covered during each training session.
   - Upload all learning materials on the share point 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 evaluation immediately and another one after 2 months to remind participants of what they learnt and how to replicate it.
   - Use the evaluation and feedback data to design a simple and straight forward refresher session with a summary of the essential concepts and skills trainees (i.e., TOT materials/guidance notes) will need for cascading events in the 1st quarter of 2023.
   - Work with UNV FU and HEs to develop recognition strategies which will motivate participants transfer the same skills to peers and HEs’ 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 UNV newsletter along with photo of volunteers in action

4. **Timeline:** The duration of the consultancy shall be 10 working days

5. **Location:** Kampala

6. **Logistics:** The UNV field unit team will support the Consultant to access to required information like volunteer and supervisor contact details.

7. **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 5 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 UN system and current international development frameworks, in particular Sustainable Development Goals (SDGs) and Agenda 2030, would be an asset.

8. **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%

9. **Reporting and Payment Schedules**

The reports should be submitted to the UNV Uganda Country Coordinator, UNV East and Southern Africa Regional (ESARO) Management and Partnerships within days stipulated below after commencement of the contract to receive the commensurate payment.
10. 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.

Achieving results:
• Focusses on achieving results for external and internal clients.

Technical knowledge:
• Demonstrates sufficient technical knowledge to perform effectively in own specialty.
• Familiarity with UNDP and UN system is an asset.
Team player:
• Displays open, co-operative behavior with other team members.
• Have a can do, whatever it takes to get it done attitude, comfortably with a certain fluidity and a fast pace.
• Convey a sense of humor, and ability not to be flustered and to find solutions across cultures.
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

11. Contact person

The trainer will be reporting to the UNV Uganda Country Coordinator on day-to-day planning and administrative tasks and on the consultancy deliverables.

12. Application process

Applicants are requested to apply online 10th August 2022. Individual consultants are invited to submit technical and financial proposals as applications together with their CV 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 contact details (email and telephone number) of the Candidate 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 are required to sign a Code of Conduct upon acceptance of the assignment. UNDP evaluations are conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluations’.

Language:
Excellent command of English.

Application Procedure

Interested consultants are required to submit an electronic application via http://jobs.undp.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 (in template provided in Annex 2) stating an all-inclusive fixed lump-sum fee for this assignment in Ugandan Shillings, supported by a breakdown of costs/fee 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 the completion of specific, measurable deliverables as identified in this TOR.

Qualified women and members of social minorities are encouraged to apply. Interested applicants for any inquiries should send an email to: ug.procurement@undp.org