

TERMS OF REFERENCE

Basic training on Presentation and Communication Skills for selected staff members of CORHA direct beneficiary member organizations

I. Background

Since its establishment in 1995, CORHA has been engaged in implementing various programs. CORHA’s program areas include advocacy, networking and coordination, capacity building and resource mobilization. Under its capacity building efforts, CORHA has carried out various capacity building trainings in order to build and strengthen the capacities of service providers, program managers, executive boards and administrative and financial personnel of member and partner organizations including the public sector.

Currently, CORHA is awarded to implement a project entitled “***Enhancing the Capacity of NGOs for Quality FP/MCH Services”*** through direct USAID financial support. The project is expected to improve the capacity of CORHA member organizations to enable them provide quality FP/MCH services in their target areas. It mainly focuses on strengthening technical, organizational and institutional capacity of the selected CORHA member organizations.

As part of this project, CORHA is planning to provide a five (5) days basic training on Presentation and Communication Skills for 25 selected staffs of the direct project beneficiary member organizations.

II. Objectives

General Objective:

The general objective of this training is to develop presentation and Communication Skills of trainees from direct beneficiary member organizations.

Specific objectives:

* Develop effective communication skills of trainees
* Improve professional skills of the trainees on presentation skills
* Develop the capacity of trainees to communicate information clearly and able to persuade or influence audiences during presentation.
* Enhance information communication practices of direct beneficiary member organizations with other partners

III. Major Activities of the Consultant

The consultant will be responsible for undertaking the following training tasks:

* Prepare the course contents/topics with its time schedule to be covered in the training
* Gives a clear explanation of the course topics with specific examples, focusing on Reproductive Health issues
* Prepare and distribute training materials (course notes)
* Prepare PowerPoint presentations
* Facilitates group works/discussions
* Supervise and guide the trainees during their group works
* Work in close collaboration with CORHA
* Prepare and submit the training report to CORHA

Responsibilities of CORHA

* Coordinate overall process of the training
* fulfill the necessary inputs and logistics for the training
* Pay consultancy fee to the consultant as per the contractual agreements signed

**Duration of the assignment**

The duration of the assignment is for ten days including the preparation of training materials, provision of 5 days training and report writing after training.

IV. Required qualification, skill and experience

The consultant should meet the following qualifications and skills:

* The task requires at least two trainers with a minimum of M.A/MSc.) Degree or equivalent in Organizational Management, Economics, Management or other relevant discipline.
* Familiarity and practical experience in the area, particularly in developing training manual
* Experienced in conducting training on Project Cycle Management
* Experienced in working with capacity development of NGOs

**V. Duration of the assignment**

The duration of the assignment is for ten days including the preparation of training materials, provision of 5 days training and report writing after training.

**VI. Terms of payment**

The payment will be effected upon the completion of the training and submission of a comprehensive report to CORHA.

**VII. TAXTION:**

Taxation will be as per the law of the land. The Consultant shall be liable for all taxes levied by the Government.

**VIII. TERMINATION**

If the Consultant is unable to complete the task for any reason, CORHA shall have the option to terminate this agreement unilaterally on business. The Consultant’s non-performance of the duties described in the TOR will constitute a breach of this agreement and will be a court case and all costs related to this case will be covered by the consultant. However, the Consultant will not be responsible for any delay or cancelation caused by the client.

**Application Procedures**

Interested consultants/consultancy firms satisfying the required qualification and skills are invited to submit hard copies of their application/proposal with a cover letter to the CORHA office, located at Kebena area, near to OiLibiya, Oromiya Forest and Wildlife Development Enterprise Building, 1st Floor before 14 May 2015.

For further information, please call to CORHA office at 0111260320 or 0118592642

**Note**

*Please note that only selected consulting firms/independent consultants will be contacted*