

TERMS OF REFERENCE

CONSULTANCY TO TRAIN THE DEMOCRACY TRUST FUND BOARD OF TRUSTEES ON LEADERSHIP AND DEVELOPMENT

BACKGROUND

The Democracy Trust Fund (DTF) is an initiative of Echo Network Africa (ENA) that seeks to enhance gender inclusion by increasing the number of women leaders in all sectors of society especially Political leadership. Through targeted programmatic interventions and beneficiary participation, DTF seeks to contribute to the Sustainable Goal Number Five: Gender Equality. DTF has a vision of an inclusive society where all women are able to participate and achieve their democratic purpose. DTF's Mission: To be an equipping hub for maximum representation of women in political cycles through coaching, mentorship, training and sensitization.

As part of ENA's objective of strengthening DTF as the Local Implementing Partner (LIP) to carry out political interventions under the Democracy and Positioning Program, DTF seeks a consultant to conduct a one (1) day training for the DTF Board of Trustees on Leadership Skills, Organizational Governance, Management & Development.

The training will be geared at improving the Board of Trustees capacities and understanding towards increased ability to make transparent, accountable, and sustainable decisions, support processes, and systems and to manage internal and external risks.

KEY TASKS, DUTIES AND RESPONSIBILITIES

- I. To liaise with the DTF secretariat on a precise training content that will be used to conduct the training.
- II. To development and delivery of a Board Development Training outline for DTF Trustees.
- III. To equip the DTF Board of Trustees and staff with knowledge and skills on leadership and good governance in order to provide direction, control and sustainable management of the Democracy Trust Fund.

SKILLS AND COMPETENCES

a) Academic Qualifications

At least a master's degree in a relevant field in the area of Administration and/or Management, public policy, gender and development studies or its equivalent.

b) Experience

- At least ten years' proven professional experience in organizational management and working with boards.

- Knowledge and experience in leadership and governance training for NGOs and CBOs.

c) Skills and Competencies:

- Excellent interpersonal and communication skills
- Knowledge and experience in participatory approaches and facilitation.

DELIVERABLES

A detailed Board Leadership and Development Training outline, prepare and deliver a DTF Board of Trustees Training on Leadership and Development.

ASSIGNMENT DURATION

This assignment is expected to be carried out over a period of two working days. The actual Board of Trustees 'training on Leadership and Development is expected to be conducted on Friday, 29th April 2022.

APPLICATION PROCESS

Interested and qualified consultants are invited to submit their applications which should include the following:

1. Letter indicating Expression of Interest (EOI) explaining how your qualification and experience make you suitable for the consultancy, and the methodology and approaches to be adopted to carry out the assignment as well as the schedule of work including timeframe.
2. A financial proposal (budget) and a detailed Curriculum Vitae/Profile.

The above should be sent to procurement@enafrica.org no later than COB Tuesday 26th April 2022.