



## TERMS OF REFERENCE

### PROVISION OF TRAINING

#### **Introduction**

##### **1. About Fairtrade Africa**

Fairtrade is an alternative approach to conventional trade based on a partnership between producers and traders, businesses and consumers. Established in 2005, Fairtrade Africa (FTA) is the independent non-profit umbrella organization representing all Fairtrade certified producers in Africa. Fairtrade Africa is owned by its members, who are African producer organisations certified against international Fairtrade standards producing traditional export commodities such as coffee, flowers, cocoa, bananas, mango and non-traditional commodities including shea butter and rooibos tea. The organisation represents over 1 million producers across 33 countries in Africa to promote fair trade in the global value chain system.

FTA directs policy and strategic development of the organization's four (4) regional networks – Eastern and Central, Southern, Western and the Middle East and North Africa supporting producer activities.

FTA is seeking a reputable firm to provide Training for its staff in the four (4) regional networks

##### **2. Background**

FTA's main purpose is to favorably build the capacity of it's to enable FTA fulfil its mandate to the producers. FTA is planning, organisation and delivery of a number of training seminars and workshops for its staff.

##### **3. Objectives**

The key objective of media training is to prepare management personnel within FTA to become effective Spokespersons who can articulate, represent, defend and position the correct image of the organisation.

We therefore invite requests for proposal from various experienced consultancy services to carry out media training for our staff members who are media facing as specified in this Terms of Reference.

##### **4. Scope of the Services**

FTA has an annual training calendar in place and delivers different training programmes for our staff. In general it is expected that each training event will have between 15-20 participants and last 1 or 2 days.

Below is an outline of the trainings required:

1. Project Management
2. Facilitation/ training skills
3. Leadership Skills
4. Financial Management ( Finance for Non-Finance)
5. Organisation Development
6. Advocacy
7. Partnership Management /development
8. Customer Relations / Public Relations
9. Proposal writing
10. People Management (HR for non HR)
11. Monitoring Evaluation and Learning
12. Procurement/ supply chain management
13. Languages French

## 5. Deliverables

- i. An outlined training plan and what the training will cover
- ii. Develop training material and training programmes
- iii. Provide those that will be trained with reading material/notes and a certificate of attendance.
- iv. Produce a report on the training.

## 6. Technical Proposal

- A brief description of the firm's organization and an outline of recent experience on not less than three assignments of a similar nature. For each assignment, the outline should indicate the profiles of the trainers, duration of the assignment, contract amount and the firm's involvement, including contact persons and dates of training. (mandatory)
- Copy of certificate of incorporation of the company (mandatory)
- Copy of tax compliance certificate (mandatory)
- Duly signed anti-corruption declaration undertaking (mandatory)
- Trainers' certificates. As a minimum, the trainers must be holders of a degree in the specific related course (Mandatory).
- If the company does not have all the expertise for the assignment (meet regional requirements), it may obtain the full range of expertise by associating with individual consultants and/ or other firms or entities in a joint venture or sub-consultancy as appropriate.
- A list of the services and facilities to be provided by the client
- A description of the methodology and work plan for performing the assignment (Mandatory)
- The list of the proposed training /facilitation team, the tasks that would be assigned to each staff team member and their timing (Mandatory).
- CVs signed recently signed by the proposed professional staff and the authorized representative submitting the proposal.
- Any additional information in support of the submission.



## 7. Financial Proposal

- Consultants shall indicate the total price of the services including all applicable taxes in the quotation form provided