

Moldova

Training on Strategic Project Design, Effective Donor Engagement, and Grants Management Excellence

Organization World Vision Posted 10 Jan 2025 Closing date 17 Jan 2025

Term of Reference for Recruitment an Expert Trainer for Delivering Training on Strategic Project Design, Effective Donor Engagement, and Grants Management Excellence

Rates: For a period of one week (should be provided in the offer)

Country: WV Moldova (UCR, Ukraine Crises Response)

Project: PNS UK-PBAS 222810, title: Local capacity strengthening for improved institutional preparedness and response in Moldova

Tentative dates of service provision: Feb 10th till Feb 15th 2025

Background and Purpose:

World Vision Moldova within the project “Local Capacity Strengthening for improved institutional preparedness and response,” will support the institutional capacity strengthening of local and national NGOs, to advance a better coordinated and complementary institutional preparedness. The initiative will focus on shared learning, support the development of local leadership, address institutional gaps, and provide a platform for advocacy and networking among local partners.

The purpose of this TOR is to outline the requirements and expectations for hiring a qualified trainer to design and conduct one week training program for 8 local partners on project design, donor engagement, and grants management ensuring compliance with donor requirements and achieving desired outcomes. The objective of this training is to equip participants with practical skills in strategic project design, techniques for effective donor engagement, and best practices in grants management to ensure compliance, accountability, and long-term impact. Achieving excellence in project design, donor engagement, and grants management is essential for securing funding, ensuring program success, and building trust with stakeholders.

Scope of Work:

The expert trainer will:

Training Design:

Principles of strategic project design, including needs assessment, logical frameworks, and results-based approaches.

Best practices for donor engagement, including communication strategies, proposal development, and relationship management.

Key elements of grants management, such as financial compliance, reporting, risk management, and monitoring & evaluation.

Include case studies, templates, and tools for practical application.

Conduct a 5-day training course for around 15-20 participants in Chisinau city.

Facilitate sessions focusing on:

Techniques for identifying funding opportunities and aligning projects with donor priorities, implement strong financial management.

Understand donor guidelines /requirements, donor mapping (EU funds, USAID, GIZ, etc), establish communication protocols.

Strengthening internal systems for efficient grants management, reporting, and accountability (DIP, ITT).

Core components of a proposal

Training Delivery:

Incorporate participatory and interactive methods such as group work, role-playing, and real-world scenario analysis.

Develop a post-training assessment to measure knowledge and skill development.

Provide practical recommendations for applying the skills and knowledge gained.

Submit a final report summarizing the training process, participant feedback, and key takeaways.

Follow-Up and Reporting:

Qualifications and Experience

The expert trainer must meet the following criteria:

Advanced degree in project management, international development, business administration, or a related field.

Certification in project design, donor relations, or grants management (PMP, similar credentials) is an advantage.

Minimum of 5 years of experience in designing projects, engaging with donors, and managing grants for organizations.

Proven track record in delivering training programs on project design, donor relations, and grants management.

Excellent facilitation and communication skills with the ability to engage with diverse audience.

Proficiency in Romanian and/or English with knowledge of local contexts being an added advantage.

Training Delivery:

Training module, including facilitator guide, presentations, and participant handouts.

Practical tools, such as proposal templates, donor engagement plans, and grants management checklists.

Pre- and post-training assessment tools and results.

Comprehensive final training report, including feedback and recommendations.

Logistical Arrangements

Venue:

The training will be conducted in Chisinau city, in a conference room, equipped with necessary facilities.

Travel and Accommodation:

Travel (ticket flights round trip) to the training location will be covered or reimbursed by WV.

Accommodation will be arranged and provided for the duration of the training by WV.

Meals:

Meals and refreshments will be provided during training sessions by WV.

Translation Services:

If required, translation services will be provided to ensure clear communication during the training by WV.

Certification:

The trainer should provide certification to participants upon successful completion of the training program.

Budget and payment terms:

The expert trainer will be compensated at a rate of TBD per day.

Payment will be structured as follows:

30 % upon signing the contract.

70% upon delivery of training and submission of final report.

Travel and accommodation costs will be covered by WV.

Timeline:

The training program is anticipated to span one week, with specific sessions and dates to be agreed upon between the hiring organization and the trainer.

Qualifications of the Trainer:

Applicants will be evaluated based on:

Educational qualifications and relevant certifications (20%).

Experience in humanitarian response and training delivery (30%).

Quality of proposed training methodology and approach (30%).

Financial proposal and cost-effectiveness (20%).

Submission Requirements:

Interested candidates are requested to submit the following:

An updated CV highlighting relevant experience and qualifications.

A technical proposal outlining their approach to the training, including key topics to be covered.

A financial proposal specifying fees and additional costs.

References from at least two previous organizations.

Ethical and Professional Standards

The selected expert must adhere to the organization's code of conduct and uphold humanitarian principles throughout the assignment.

Confidentiality of training content and participant information must be always maintained.

Selection Process:

The hiring organization will review submitted proposals and select the trainer/expert based on the proposed curriculum, experience, qualifications, and cost-effectiveness. The expert must adhere to WV code of conduct, including standards for professionalism, confidentiality, and non-discrimination.

Point of Contact:

For further inquiries or submission of proposals, contact TBD.

Budget:

The budget for this training program will be discussed and agreed upon with the selected trainer based on the proposed curriculum and scope of work.

Proposal/ Documents required for submission.

Please submit the following documents:

- An expression of interest for the consultancy.
- CV highlighting the expertise of the applicant.
- Daily fee, administration cost included.
- Self-declaration that the applicant is not employed in a public institution.
- Scan copy of your passport and bank details
- Scan copy of the signed code of conduct (attached) - WV Supplier code of conduct in the following link

Application procedure:

Questions/requests should be made to the following e-mail address: info_wvmoldova@wvi.org

The deadline for submission of applications is January 17th, 2025, at 5:00 PM. Moldova Time.

Final applications should be sent by e-mail to the following addresses: urmd_t@wvi.org

Country

Moldova

City

Chisinau

Source

World Vision

Type

Consultancy

Career category

Donor Relations/Grants Management

Years of experience

10+ years