

Moldavia

Training on Project Management and Reporting

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

Term of Reference for Recruitment an Expert Trainer for Delivering Training on Project Management and Reporting

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 17th till Feb 20th 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 management and reporting, tailored to the needs of partners. The objective of this training is to equip participants with practical skills in project planning, execution, monitoring, evaluation, and reporting. The training will emphasize tools and techniques for effective project management, including practical exercises on project planning, including Gantt charts, timelines, and resource allocation; donor reporting guidelines, emphasizing clarity, accuracy, and compliance; tools and templates for tracking project performance and preparing comprehensive donor reports.

Scope of Work:

The expert trainer will:

Training Design:

Develop a customized training module on project management and reporting, aligned with best practices (Project Management Guide)

Incorporate practical tools, templates, and case studies to facilitate learning.

Training Delivery:

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

Facilitate hands-on sessions covering project lifecycle stages: initiation, planning, execution, monitoring, and closure.

Emphasize skills in creating clear, concise, and impactful reports tailored to different audiences, including donors.

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

Submit a final report summarizing the training process, participant feedback, and recommendations for further capacity-building initiatives.

Follow-Up and Reporting:

Qualifications and Experience

The expert trainer must meet the following criteria:

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

Certification in project management methodologies (e.g., PMP, PRINCE2, Agile) is highly desirable.

Minimum of 5 years of experience managing projects and delivering training in project management and reporting.

Proficiency in results-based management (RBM), logical framework approach (LFA), and reporting standards.

Strong facilitation and communication skills, with experience working with diverse audiences.

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

Training Delivery:

Training module with facilitator guide, presentation slides, and participant handouts.

Sample templates for project management and reporting (e.g., Gantt charts, risk matrices, report formats).

Post-training evaluation results.

Comprehensive final training assessment results 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

Moldavia

City

Chisinau

Source

World Vision

Type

Consultancy

Career category

Program/Project Management

Years of experience

10+ years

Theme

Recovery and Reconstruction