



TERMS OF REFERENCE FOR CONDUCTING CORPORATE GOVERNANCE WORKSHOP

Introduction and Background

Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) is implementing a project titled **Strengthening Food and Nutrition Security Programming in Malawi**. The project is funded by **German Federal Ministry for Economic Cooperation and Development (BMZ)** through Welthungerhilfe. The main objective of this project is to promote the capacity of civil society organisations in Malawi to improve food security and strengthen resilience. Specifically, the project is expected to strengthen capacity of 10 civil society organizations (CSOs) and district-based network associations in evidence based Food and Nutrition Security (FNS) management, administration and programming. This support will in turn enable the targeted CSOs to plan and implement effective and participatory FNS programming approaches with their target groups or communities.

In July 2022, Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) conducted a capacity assessment which identified critical gaps in management structure, financial and resource management systems, human resources and programme management. Based on the gaps identified, the assessment further recommended capacity development options that will enable the CSOs to effectively deliver on their mission. The assessment demonstrated that these gaps were further enhanced by weak governance structures, policies and systems.

It is against this background that Tilitonse Foundation would like to engage the services of a consultant to facilitate a workshop and provide training and mentorship support in corporate governance and leadership to nine CSOs.

Objectives of Work

The overall objective of the training and mentorship support is to strengthen the capacity of Board Members and Management understanding of CSOs governance structures/systems and their roles and responsibilities within the organisations. This will in turn improve their capacity to provide support, direction, and guidance to their respective organizations.

Scope of Work

The duties and responsibilities of the consultant will be:

1. Design and develop training content
2. Conduct training in Corporate governance and Leadership with focus on the following:
 - i. Effective corporate governance in civil society organisations, This should also tackle the following:
 - Ensuring the organization's efficiency, credibility, and financial stability
 - Improving relationships between stakeholders
 - Establishing ethical conduct with the capacity to sustain organisational operations
 - ii. Good Corporate Governance
 - iii. Role of Board and Management
 - iv. Role of the Board in accountability of funds and results
 - v. Role of the Board in Risk Management
 - vi. Role of the Board in partnership development and management
 - vii. Role and responsibilities of Board and Management
 - viii. Standards of integrity, ethical behaviour, transparency, and disclosure in CSOs.
 - ix. Rights and equitable treatment of stakeholders, officers and beneficiaries.
 - x. Orientation of NGO Authority and other statutory obligations and required compliance issues
 - xi. Conduct evaluation of the workshop
3. Write a workshop report detailing recommendations for each organization on corporate governance
4. Provide Mentorship support to organisations to operationalise training objectives and outcomes

Deliverables

1. Training plan and Material
2. Manual for reference
3. Final Report of the Training
4. Mentorship support report

Duration and Timing of the Assignment

The assignment is planned to take place in between November 2022 and December 2023.

Qualifications

The candidate shall have the following competences, experience and qualifications:

- Master's Degree in Leadership and Change Management, organizational Development, project management or any other related field
- Previous experience in Corporate Governance and Leadership Training
- At least ten years of experience in providing Consultancy services in Corporate Governance and Leadership for CSOs

Application Process

Interested and qualified service providers are invited to apply. The service providers must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology, applicant's key member's CV. A separate financial proposal should be included in the submission
2. Contacts (email and phone) of 3 former clients or referees.
3. A detailed list of similar assignments that the consultant has conducted in the past 3 years

Technical and financial proposals should be submitted to the addresses below, by 21st October 2022 by 17:00 hrs

Physical Address	Postal Address	Email Address
Tilitonse Foundation Plot No. 128, Lizulu Street Area 47 Sector 5 LILONGWE Malawi	Tilitonse Foundation P.O. Box 31815 LILONGWE Malawi	e.musiya@tilitonsefoundation.org with a copy to jobs@tilitonsefoundation.org