



TERMS OF REFERENCE FOR CONDUCTING A TRAINING IN PROJECT MANAGEMENT

Introduction and Background

Tilitonse Foundation is implementing a project titled **Strengthening Food and Nutrition Security Programming in Malawi** in collaboration with the Civil Society Agriculture Network (CISANET) and with financial support from the **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 organizations in Malawi to improve food security and strengthen resilience. Specifically, the project aims to improve CSO's institutional capacity in; (i) the areas of management, administration, and programming (ii) Strengthen CSO's capacity in evidence based Food and Nutrition Security (FNS) programming (iii) Rejuvenate three civil society networks in Dedza, Ntcheu and Nsanje districts and ensure that they effectively coordinate the activities of their members and carrying out joint actions.

As part of the project activities, Tilitonse Foundation conducted a capacity assessment of ten CSOs in eleven thematic areas that included operational and technical effectiveness to identify the capacity gaps that the CSOs have. One of the gaps identified was lack of capacity to develop winning proposals and manage projects. Most of the organizations do not have the capacity to write proposals as well as follow the necessary project management steps.

It is against this background that Tilitonse Foundation would like to engage the services of a consultant to train all the 10 CSOs in Project Management.

Objectives of Work

The overall objective of this assignment is to train 10 CSOs in proposal writing, project management and report writing

The specific objectives are as follows:

- Equip organizations with knowledge in proposal writing
- Train organizations in project planning and implementation
- Train organizations in donor report writing

Scope of Work

The duties and responsibilities of the consultant/s will be:

1. Train organizations in proposal writing, project management and report writing
2. Review the nature of business for the organizations
3. Design and develop Training content
4. Conduct the training
5. Write a training report

Deliverables

1. An Inception report detailing understanding of the assignment, methodology to be used and timelines
2. Training plan and Material
3. Final Report of the Training

Duration and Timing of the Assignment

The assignment is planned to take place in September 2023

Qualifications

Minimum of a Master's Degree in Project Management, Social Science, Development Studies, Business Administration and any other relevant field

Experience

1. At least 10 years' experience in similar roles and assignments
2. Good presentation and communication skills
3. Experience in conducting project management training
4. Demonstrable experience in working with local civil society organizations

Application Process

Interested and qualified Consultants/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, and Curriculum Vitae for the firm's key members. A financial proposal should also 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

Full Technical and Financial Proposals should be submitted to the addresses below by close of business on 15th September 2023:

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 submissions@tilitonsefoundation.org