



TERMS OF REFERENCE FOR CONDUCTING A TRAINING IN CORPORATE GOVERNANCE

Introduction and Background

Tilitonse Foundation is implementing a project titled Strengthening **Food and Nutrition Security Programming in Malawi** in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) 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 for the ten CSOs in eleven thematic areas that included corporate governance and leadership to identify the capacity gaps that the CSOs have. It was identified that most of the boards are unable to provide strategic direction and policy guidance to the CSOs. Most of the organizations have boards that do not meet regularly.

Tilitonse Foundation would therefore like to engage the services of a consultant to train board members of all the 10 CSOs in corporate governance.

Objectives of Work

The main objective of this assignment is to train 10 CSOs in corporate governance. Specifically, the consultant is to:

1. Equip organizations with knowledge and skills in corporate governance.
2. Train board members in;

- Providing policy guidance and strategic direction to the organization
- Roles and responsibilities of board members
- Role of board in managing the organization resources (finance and human)
- Role of board members in resource mobilization and partnership management

Scope of Work

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

1. Review second capacity assessment reports for the 10 CSOs.
2. Review board charters of the 10 CSOs.
3. Design and develop Training content.
4. Train organizations in corporate governance.
5. Write a final training report.

Deliverables

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

Duration and Timing of the Assignment

The assignment is planned to take place in December 2023

Qualifications

Minimum of a master's degree in leadership and change management, Strategic management, Development Studies, Business Administration, Project management and any other relevant fields

Experience

1. At least 5 years' experience in similar roles and assignments.
2. Good presentation and communication skills.
3. Experience in conducting corporate governance.
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:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology and applicant's key member's CV.
2. A financial proposal (in Malawi kwacha) should be included in the submission.
3. Contacts (email and phone numbers) of 3 former clients or referees.
4. 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 6 November 2023 to the addresses below:

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.nyirenda@tilitonsefoundation.org with a copy to submissions@tilitonsefoundation.org