



## **Terms of Reference for training of Implementing Partners for the CSO Sida Project in evidence and documentation.**

### **1. Project Background and Context:**

Save the Children is the world's leading independent non-profit organization for children. Our vision is a world in which every child attains the right to survival, protection, development, and participation. Its mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting changes in their lives. In Zambia, Save the Children has been implementing programs across Child Rights Governance (CRG), Health and Nutrition, Child Protection, Education, Child Poverty and Humanitarian thematic areas since 1983.

Save the Children with its partners Advocacy for Child Justice (ACJ), Media Network and Child Rights Development (MNCRD), Panos, Centre for Trade and Policy (CTPD), Zambia Civic Education Association (ZCEA), Jesuit Centre for Theological Reflection (JCTR), Civil Society for Poverty Reduction (CSPR), Lifeline Childline Zambia and Caritas Zambia has been implementing the five year Civil Society Strengthening Project-Sida CSO 2017-2021 project that is in its fourth year of implementation. It is a Child rights Governance (CRG) and Child Protection project which is implemented with support from the above listed implementing partners in eight provinces of Zambia. With the project almost coming to end, it calls for enhanced monitoring, evidence harvesting and documentation. It is therefore imperative that SCI and Implementing Partner staff are equipped with skills to begin evidence gathering and documentation.

### **2. Objective**

Build capacity of SCI and Implementing Partner staff in report writing, evidence gathering and documentation.

### **3. Methodology**

In order to achieve the objective of this assignment, the successful consultant is expected to:

- Prepare an inception report (narrative and financial proposal).
- Design training content in evidence gathering and documentation.
- Conduct virtual/Physical training to 25 SCI and Implementing partner staff.

### **4. Deliverables**

- Training report (15-20 pages)[electronic and hard copy].
- Project evidence harvesting and documentation plan

### **5. Target groups for the training**

SCI and Implementing Partner staff.

### **6. Proposed time-frame**

The proposed time frame for completing this assignment is 10 working days from 22nd June to 2<sup>nd</sup> July 2020.

### **7. Required profile of the Consultant/team**

The consultant/team must demonstrate the following qualifications in order to be eligible for this assignment:

- The Team Lead must hold a Master's degree in a relevant field: Communication and Development Studies.
- Other team members should also hold a minimum of a first degree in Communication and Development Studies.
- A minimum of 3 years of proven experience in capacity building in evidence gathering and documentation.

### **8. Application Process**

Interested and qualified consultants/firms are required to submit a proposal interpreting this Terms of Reference elaborating the proposed methodology, a detailed work plan and budget indicating both the

professional rates and costs for logistics/operations in Zambian Kwacha. The same should be accompanied with detailed CV for the lead Consultant including summarized CVs of other team members if any proposed for this assignment or comparable consultancies or engagements recently completed and at least 3 work references or links of sample works successfully produced in the last 2-3 years.

The quotations should be submitted electronically to Save the Children Zambia through the procurement unit.

The deadline for submission of application is **15<sup>th</sup> June 2020 at 12.00 noon Central African Time**. Only successful applicants will be contacted for interviews.

#### **9. Budget**

As part of the expression of interest, interested consultants should submit their competitive bid budget and work-plan to undertake this study of work in line with these terms of reference.

#### **10. Schedule of payment**

The following payments will be made to the selected consultant/team using an agreed mode of payment:

- On contract signing: 50%
- After acceptance and approval of final documents: 50%

#### **Proposal assessment and award of consultancy**

Save the Children and the Sida CSO Partners will evaluate the proposals and award the assignment based on technical and financial feasibility. Save the Children and its partners reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted.

Interested applicants are invited to submit EOI and a budget, proposed work plan and CVs of relevant documentary team members with references of previous work done not later than 15<sup>th</sup> June 2020 to the email addresses below. Only shortlisted candidates will be contacted.

#### **Send to;**

1. Centre for Trade policy and Development (CTPD): [info@ctpd.org.zm](mailto:info@ctpd.org.zm)
2. Panos Institute Southern Africa (PSAf): [applications@panos.org.zm](mailto:applications@panos.org.zm)
3. LifeLine ChildLine Zambia: [lifelinechildline@yahoo.com](mailto:lifelinechildline@yahoo.com)

#### **Copy to;**

4. Save the Children International: [Mpande.Mumba@savethechildren.org](mailto:Mpande.Mumba@savethechildren.org)