



Forum for African Women  
Educationalists Kenya

## **FACILITATOR**

### **Leadership and Governance Training of FAWEK Board of Directors**

#### **Background of FAWE Kenya**

Forum for African Women Educationalists – Kenya Chapter (FAWEK) is a legendary membership Non-Governmental Organization registered in 1996 under section 10 of the NGO Coordination Act, Laws of Kenya to support girls and women to acquire education for development. We work together with other county-based chapters to achieve equality and equity in education across the Country. Through this initiative, we focus on contributing to the attainment of Education for All (EFA) and Sustainable Development Goals (SDGs). FAWEK aims to ensure that Kenyan girls receive quality education and equal chances in life. This intends to make them grow into women who have the knowledge, skills and opportunity to contribute to the economic, social and democratic development of the society. Through various initiatives, we focus on socio-economic and political empowerment of women and girls to realize gender parity.

#### **Overview of the Project**

FAWE Kenya is implementing the Haki Yangu Project under the Women Voice and Leadership (WVL) programme, which is funded by the Global Affairs Canada (GAC) through CARE and Uraia Trust in Kenya. The goal of the project is to contribute to gender equality and increase enjoyment of human rights by women and girls in Kenya.

Haki Yangu project aims at strengthening organizational capacity to deliver on addressing gender inequalities in the society. The project focuses on institutional capacity strengthening and improvement of the functioning of the organization to respond more effectively to the needs of marginalized women and girls, and to improve on service delivery.

#### **Scope of work**

FAWE Kenya held her general assembly on 22<sup>nd</sup> April 2022 and elected a new Board of Directors. As part of orientation, FAWE Kenya seeks the services of an experienced facilitator for a 1- day training of the Board of Directors on effective leadership, their governance role, strategic networking and resource mobilization skills to support the achievement of the vision and mission of FAWEK. This shall enhance their effectiveness by building clarity and understanding of their roles, responsibilities and the specific supportive duties of individual board members. They shall also gain a deeper understanding of the policy, procedure, and processes essential to a well-functioning Board of Directors.

The training will cover the following topics among others: Board orientation, the governance system of FAWEK, board responsibilities and obligations, individual board member roles and responsibilities, characteristics of healthy boards, strategic networking and resource mobilization

#### **Duties and Responsibilities**

1. Conduct a one-day training of the Board of Directors on responsive and effective leadership and their governance role to support the achievement of the vision and mission of FAWEK
2. Capacity-build the Board of Directors on leadership, governance, management style, transparency and accountability skills to enhance their provision of financial oversight, checks and balances and controls in the organization
3. Strengthen the knowledge and skills of the board of directors to develop leadership and development plans for FAWE Kenya
4. Capacity-build the Board of Directors in strategic networking and resource mobilization skills for the Organization
5. Develop the training module outlining clear topics to be covered during the training

6. Develop a pre- and post-test survey to measure the knowledge of the Board members
7. A training report detailing the training approach used, proceedings during the training and recommendation for future related training; not later than 1 week after the training
8. Provide annexes including all training manuals and material used during the training
9. Be available for any follow-up comments or questions

### Required Skills and Experience

- i. Advanced Degree in the field of Strategic Planning and Management, Social Sciences, Program Management, or a closely related field.
- ii. At least 5 years of experience in the field of training, establishment of governance boards and capacity building of board of directors on their governance role.
- iii. Demonstrable experience in developing high quality training manuals specifically in the board members on governance and leadership area
- iv. Experience in designing and developing training curricula, including workshop agendas, presentations, and training exercises
- v. Knowledge of policies and legal frameworks; guiding the formation and role of the Board of directors in FAWE Kenya
- vi. Significant experience in capacity building, training, and facilitation of NGOs board of directors on governance
- vii. Experience in communication, documentation and in developing high quality reports
- viii. Familiarity with a wide range of capacity building techniques

### Key Competencies

- Fluency in spoken and written English.
- Group facilitation, training and team leadership skills
- Demonstrated strength and experience of coaching and developing the capacity of NGOs
- Proven ability to work collaboratively and build consensus across diverse sets of stakeholders
- Strong written and oral communication skills for high-level policy audiences

### Method of Application

Applicants should prepare

1. **Technical proposal:** A cover letter and updated Curriculum Vitae (2 pages maximum); a technical proposal (max. 4 pages) summarizing the Module/Methodology to be used in training and work plan; and a list of evidence of similar work done and experience to undertake the assignment.
2. **Financial proposal:** An all-inclusive budget required to perform the assignment.

The technical and financial proposal should be submitted as one attachment clearly marked ‘**Facilitator- Leadership and Governance Training of FAWEK Board of Directors**’ as the subject of the email to: [recruitment@fawe.or.ke](mailto:recruitment@fawe.or.ke) on or before **12<sup>th</sup> May, 2022 at 5.00PM.**