



## Forum for African Women Educationalists Kenya

24<sup>th</sup> October 2023

### TERMS OF REFERENCE FOR TEAM BUILDING CONSULTANCY SERVICES FOR FAWE KENYA

#### 1. INTRODUCTION

Forum for African Women Educationalists – Kenya Chapter (FAWEK) is a legendary membership organization whose mission is to support women and girls in acquisition of quality education and training for sustainable development. FAWEK aims to ensure that Kenyan girls receive quality education and equal chances in life.

#### 2. PURPOSE AND SCOPE

The overall purpose of this assignment is to improve staff productivity and performance at the workplace by conducting various fun, challenging, and engaging activities to strengthen team spirit, trust, and collaboration among staff members. The assignment also includes improving staff communication, conflict resolution, team morale and retention among other activities.

#### 3. ACTIVITIES/ DELIVERABLES

- a) Prepare and conduct fun and productive activities involving all staff (both indoor and outdoor) that promote team spirit and encourage an understanding of the role of teams in the work environment.
- b) Facilitate discussions and formation of recommendations on improving interpersonal communication skills (internal communications, external communications, and confidentiality).
- c) Prepare and submit a team building report with follow-up activities/recommendations.
- d) Staff morale boosted.

#### 4. WORKING RELATIONSHIP AND CONTRACTUAL ARRANGEMENTS.

- a) FAWE Kenya shall be responsible for all contractual arrangements.
- b) The Consultant/firm is under the obligation of confidentiality.
- c) Any issues and/or anticipated delays that may impact the timelines of the assignment **MUST** be communicated well in advance to FAWE Kenya.

#### 5. DURATION AND MANAGEMENT

The consultancy will be for two days, that is, from **Friday 8<sup>th</sup> to Saturday 9<sup>th</sup> December 2023**, under the supervision of the Human Resource and Administration Officer.

#### 6. CRITERIA FOR PROPOSAL EVALUATION

Description	Points
<b>Compliance: Understanding of the scope of work and capacity to carry out the assignment:</b> <ul style="list-style-type: none"><li>• Detailed and responsive technical proposal (i.e., meets the minimum required specifications as per the scope of work).</li></ul>	40

<ul style="list-style-type: none"> <li>• Team Lead profile including a resume, number of years of experience and professional membership proof.</li> <li>• Relevant professional membership proof for the team lead.</li> </ul>	
<p><b>Overall Experience and reputation of the Firm/Individual:</b></p> <ul style="list-style-type: none"> <li>• Detailed firm profile and registration documents attached. That include the statutory and compliance certificates,</li> <li>• Three referrals/recommendations based on similar assignments.</li> <li>• Detailed profile of the team members (If any), number of years of experience and professional membership proof.</li> </ul>	30
<p><b>Detailed Financial proposal &amp; Payment terms:</b></p> <ul style="list-style-type: none"> <li>• Detailed and responsive financial proposal</li> <li>• Clear breakdown of all costs entailed (including VAT/WHT).</li> <li>• Breakdown of your expected payment schedule/terms.</li> <li>• Proposal provides good value for the investment.</li> </ul>	30
<b>Total</b>	<b>100</b>

## 7. QUALIFICATIONS AND EXPERIENCE

- i. The lead Consultant should have an advanced degree preferably in Organizational Psychology/Organizational Development/Human Resource management, and any other relevant qualification.
- ii. Proven experience of organizational change management, organizational development, and team building.
- iii. Demonstrated knowledge and advanced skills and at least **8 years** of previous experience in the preparation of Team Building for **Non-Governmental Organizations** both local and international.
- iv. Excellent facilitation and communication skills in English (oral and written).
- v. Excellent rapporteuring and analytical skills necessary for capturing the reviews and suggestions that will emerge from the interactive sessions during the exercise.
- vi. Flexible nature and ability to adapt to changing directions/thinking that may occur during the retreat.
- vii. Excellent interpersonal skills

## 8. BUDGET

The estimated total cost for this assignment should cover **professional fees**.

## 9. SUBMISSION PROCEDURE:

Firms/individual consultant(s) that wish to express their interest in undertaking the prescribed work are to email and/or send hard copies of the following:

- a) Technical Proposal for team building consultancy for FAWE Kenya that shall include:
  - i. Interpretation of the TORs.
  - ii. Methodology to be used in undertaking the assignment.
  - iii. Programmes, Time, and activity schedule/Workplan.
  - iv. Organizational and/or Personnel Capacity Statement.

- v. Relevant experience related to the assignment including at least **three** recommendations letters for similar assignments.
- vi. Curriculum Vitae of the Team leader and any other senior team members, information on any representative of your team.

b) Financial proposal not exceeding **2 pages** for team building consultancy for FAWE Kenya.

**10. DEADLINE:**

All proposals are expected to be submitted by **Sunday 5<sup>th</sup> November 2023** at 17:00hrs local time to the below emails:

[procurement@fawe.or.ke](mailto:procurement@fawe.or.ke) and [info@fawe.or.ke](mailto:info@fawe.or.ke)

Please send the technical and financial proposals as one PDF or MS Word attachments to the above emails with the subject quoting **“TEAM BUILDING CONSULTANCY SERVICES”** on the subject line.

**11. CONDITIONS:**

1. FAWE KENYA reserves the right to accept any proposals or reject all proposals.
2. Technical review will precede the financial.
3. All forms of canvassing will lead to automatic cancellation of the proposal in question.
4. Only shortlist Consultants/firms shall be contacted.