



## **A CALL FOR PROPOSAL FOR DEVELOPMENT OF TRAINING MANUAL FOR COMMUNITY STRENGTHENING.**

### **1.0 Background.**

The Common Ground project (CG) with its goal of building resilient farmer communities and watershed in the highlands of Uganda (Kigezi, Rwenzori, and Elgon), based on sustainable farming systems, restored watersheds, and improved marketing opportunities, aims at building community actions towards restoring degraded hotspots in the watershed. It also aims at developing the capacity of households and communities to take actions towards restoration of degraded lands and integrated development in general. This will result into farmers being empowered to become self-reliant and to farm and manage the land in balance with nature.

Building farmer communities resilience is a process that requires several sequenced activities implemented at different intervals during the project lifespan. One of such activities is Community strengthening (CS) activities in target villages (including Developing CS trainings on (max 5) priority CS topics, preparing training curricula for the 5 most demanded CS topics, Workshops on specific CS topics demanded by the target villages, among others). The development, finalizing and approval of CS training manuals/materials is a vital part to organizing workshops on community strengthening and cohesion topics in the project target communities.

Note should be taken that community strengthening activities aim to a) improve knowledge and skills for social cohesion; b) catalyze dialogue on social cohesion issues; and c) promote positive changes in attitudes. The training content is not on social cohesion, but for social cohesion, i.e., it should improve knowledge and capacities for analyzing social cohesion issues and for developing, facilitating, or coordinating social cohesion actions. Therefore, the training documents should include topics/content such as: leadership, conflict analysis, problem-solving, consensus-building, crisis response, human rights, gender-based violence, advocacy, communication, dialogue, and peacebuilding among others.

Community strengthening activities contribute directly to the achievement of project result 1.3 i.e., Empowered, and motivated communities. It is therefore very important that quality and specific training manuals be developed to guide such workshops. It is out of this background that CG project seeks the services of a qualified consultant/s to develop training manuals and detailed session schedules of the selected thematic areas.

## **1.1 Objectives of the consultancy**

The overall objective of this consultancy is to develop simple but quality training manuals as well as detailed schedules in the selected thematic areas prioritized during community awareness meetings in Rwenzori and Kigezi regions. For the start these include:

- i. Leadership and governance,
- ii. Gender mainstreaming/domestic violence/human rights,
- iii. Advocacy and stakeholder engagement for community collective actions,
- iv. Home hygiene and sanitation (WASH).

The training manuals will be an important step towards scaling up of community strengthening and cohesion in the target communities.

## **1.2 The specific objectives.**

1. To develop simple, quality, and interactive training manuals in the thematic areas.
2. Develop detailed session plans/schedules.
3. Develop a detailed evaluation of the workshop(s) by the participants so that the workshop/training materials can be improved according to the participant feedback.

## **2.0 The scope and methodology.**

Take lead in developing the training manuals and session plans in the thematic areas indicated in Table below. During the manuals' development, the consultant will liaise with community development expert and regional coordinators. The consultant will ensure that the materials developed are consistent with the needs' requirements highlighted during community awareness meetings.

This will be mainly desk based analysis where the consultant will review existing materials and consult with other key players such as sister projects and local government to avoid any duplication in case of similar materials. Any supporting materials identified as necessary for the achievement of training should be included in the document. The draft manuals will be reviewed by the community development experts and regional coordinators and therefore, the consultant will incorporate and revise the manuals to the required acceptable standards of the client. In addition, validation workshop on the draft manuals with key players will be organized for them to provide inputs and own the final manuals.

Basing on the trainings needs requirements highlighted during community awareness meetings, the consultant will identify the content, tools, and illustrations to include in the manuals. The identification of the content, tools and illustrations will be done in close consultation with the community development expert and regional coordinators. In other words, the community development expert and regional coordinators will guide the consultant to identify the content, tools and illustrations. Consequently, the training manuals shall have as a must the training guidelines with clear objectives, content, tools, illustrations, and schedules for each session (in short,

the text will include illustrations). Also attached as appendices will be the end of training evaluation template for the trainees to fill.

The length of the manuals will be determined by the content, tools and illustrations agreed upon with the consultant in the process of manuals' development. However, the team will work to include only relevant and necessary content, tools, and illustrations to avoid developing bulky manuals. For now, the proposal is to have manuals of not more than 40 pages inclusive of the content, tools, and illustrations.

**Table 1: Topic/ thematic areas**

No	Task	Deliverables	Target audience for the training
1	Develop training manuals for the community strengthening topics with detailed training/session schedules and evaluation of the workshops by the trainees attached as appendices.	<ul style="list-style-type: none"> <li>• 4 training manuals with required appendices (Community development expert and regional coordinators will work with the consultant to identify and agree on the objectives, content, tools, illustrations, and schedules for each session) on the following topics that were prioritized during community awareness raising workshops in Rwenzori and Kigezi regions.               <ul style="list-style-type: none"> <li>✚ Topic 1: Leadership and governance</li> <li>✚ Topic 2: Gender mainstreaming/domestic violence/human rights,</li> <li>✚ Topic 3: Advocacy and stakeholder engagement for community collective actions,</li> <li>✚ Topic 4: Home hygiene and sanitation (WASH)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• PIP innovators, Representatives of CBOs,</li> <li>• Leaders of farmer groups,</li> <li>• Local council leaders at LC I, II &amp; III levels,</li> <li>• Church leaders in the community</li> <li>• Farmer representatives</li> <li>• Youth representatives</li> <li>• Elderly representatives</li> <li>• women representatives</li> <li>• PWDs representatives</li> <li>• Local government officials such as parish chiefs, CDOs, etc</li> </ul>

### 3.0 Time Schedule

The Assignment shall be expected to be completed within the shortest possible time (a maximum of 20 working days) from date of commencement. The consultant will provide a detailed time schedule

for the task and delivery of the outputs. The schedule will be agreed upon by the two parties (consultant and Client).

No.	Activity	Time Frame	Outputs
1.	Review of literature	5 days	An inventory of reviewed materials on CS topics
2.	Development of manuals	8 days	Draft manuals
3.	Review of content in manuals	3 days	Revised manual
4.	Validation workshop on the revised manuals	2days	Review comments
5.	Final review and submission of Final manuals	3 days	4 Final manuals

#### 4.0 Skills and Experience Required of Consultant.

The consultancy for this assignment should have the following profile, skills and expertise:

- The consultant should have a minimum of a master’s degree in development fields, social sciences, organizational development, business field or related discipline.
- Demonstrated experience in undertaking similar tasks i.e., developing manuals or working in a similar environment with evidence of similar products in his/her current/previous institution.
- Demonstrated knowledge of NGO sector and multi-stakeholder engagement including at sub-national level (districts)
- Demonstrated training skills for example conducting individual, organizational and or team trainings good experience in conducting workshop and management, including participatory training approaches.
- A minimum of five (5) years’ experience in conducting individual and organizational trainings like the thematic areas mentioned in these TOR.

#### 5.1 Competences

- Strong analytical skills, excellent organizational, communication and writing skills.
- Excellent writing and oral communication skills in English
- Demonstrated understanding of issues related to communities and stakeholder engagement.

#### How to apply

Interested individuals (Ugandan Nationals Only) that meet the above requirements are invited to submit their CV’s, Cover letters and financial proposal (quotation) in Uganda Shillings with three reference clients’ specifying their interest and availability for the task, and clearly highlighting how the assignment will be undertaken to deliver the outputs of the task. Applications and cover letters should be sent to [procurement@issduganda.org](mailto:procurement@issduganda.org) not later than 30<sup>th</sup> November 2023