



## TERMS OF REFERENCE - TOR

### Staff Reflection Meeting and Department Coordination for the Search Kenya Staff Members

#### INTRODUCTION:

Search for Common Ground (Search) is an international conflict transformation NGO that aims to transform the way individuals, groups, governments, and companies deal with conflict, away from adversarial approaches and towards collaborative solutions.

Headquartered in Washington DC, USA, and Brussels, Belgium, with field offices in 35 countries, Search designs and implements multifaceted, culturally appropriate, and conflict-sensitive programs using a diverse range of tools, including media and training, to promote dialogue, increase knowledge and determine a positive shift in behaviors.

Search is seeking a qualified Consultancy firm or individuals, to facilitate a three-days team reflection exercise for the Search Kenya Staff Members in Mombasa, focusing on fun motivational activities, team bonding, conflict resolution and management within teams, and communication strategies across projects/programs

#### ASSIGNMENT OBJECTIVES:

- Build in teamwork for purposes of boosting team performance
- Build in Departmental Coordination and Planning as well as MHPSS
- Add effective delegation, giving and receiving feedback, accountability, authority vs responsibility
- Collaboration and fostering innovation and creativity
- Improve both horizontal and vertical communication within the team
- Engage members in building trust, a common vision, joint solutions by conducting various fun, challenging and engaging activities to strengthen team spirit amongst the members.
- Improve conflict resolution, staff morale and adapting with agility to changes in the department and organizational context
- To embed, demonstrate and emphasize the core values of Search:- Collaboration, Audacity, Tenacity, Empathy and Results.

#### Scope of Work

To enhance engagement, Search intends to commission a consultant to conduct in-house training to boost employee teamwork as well as improve conflict resolution. The reflection meeting should also result in improved employee morale, team spirit and ultimately, their performance.

The training provider is expected to:

- Provide a statement of capabilities and propose how the scope of work could be achieved.
- Provide a customized schedule and plan of the training topics to be covered and methodologies to be followed.
- Establish a training module/s tailored to the needs of our team
- Provide evaluation criteria for the training recommended that align with our objectives
- Provide a budget for the above activities

## TARGET PARTICIPANTS:

The activity will target all Search Kenya staff members.

## Duration and working Schedule:

The sessions will run for a period of 3 working days, in Mombasa

Deliverables	Date Due
Detailed program with information on the sessions to be submitted and agreed by Search.	15 October 2024
Facilitation of the workshop	23 - 25 October 2024
Post workshop evaluation	1 November 2024

## SEARCH WILL COVER:

Conference for all staff

## Roles and Responsibilities of the Parties:

The service provider will be responsible for the following costs:

- The service provider shall be required to bear all the related costs and work independently to successfully achieve the end findings.
- The professional fee must be quoted in the lump sum amount.
- The lump-sum amount must be detailed on how the professional fee is divided amongst all staff
- Indirect costs such as printing, stationeries, communications concerning the scope of work of services must be included in the financial proposal.
- Travel costs of the service providers: all envisaged travel costs such as most direct and most economic local travel, living allowance/accommodation, terminal expenses, etc. must be included in the financial proposal.

## Evaluation and Feedback:

- Implement pre-training and post-training assessments to measure participants knowledge gain and skill improvement.
- Collect feedback from participants regarding the effectiveness of the training content, delivery methods, and overall experience.
- Analyze evaluation data to identify strengths, areas for improvement, and recommendations for future training initiatives.
- Evaluation and reporting: 5 working days after the training

## Qualifications for the Facilitators:

- Facilitators should hold a degree preferably in Organizational Psychology, Social Sciences or Management and any other relevant qualifications may be considered.
- Demonstrated experience in developing and facilitating training programs, coaching, and facilitating diverse teams in international organizations. Firms / consultants should have a five-year experience in a similar training (provide evidence)
- Firms / consultants provide a statement of capabilities and references in a similar training undertaken over the last 5 years including a brief description of the training undertaken and reference from the clients (indicating the cost of the training).

- Provide the details of their qualifications and must also include current CV/profile and copies of certificates.
- Provide all statutory requirements i.e. copies of certificate of registration, valid certificate of tax compliance, VAT, PIN certificate, etc.
- Registration as a trainer by NITA
- Gender sensitivity and Conflict Sensitivity are basis for this work
- Proof of having provided MHPSS for groups

**PAYMENT SCHEDULE:**

- 50% down payment and 50% after completion of the deliverables within 5 working days.
- 5% WHT will be deducted by Search and remitted to KRA,. The WHT Certificate will be sent to the consultant.