

Terms of Reference for Fundraising and Grant Management training

Background

Moving The Goalposts is a unique, community-based organization that uses football to empower over nine thousand girls and young women in rural and urban areas of Kilifi, Mombasa, Kwale and Tana River Counties. MTG's purpose is to strengthen the voice, impact and influence of girls and young women by providing opportunities for them to play football, take on leadership roles, learn about their rights and how to claim those rights, with a focus on sexual reproductive health and choice. MTG contributes to this aim by making football an area of opportunity for girls, enabling community stakeholders to champion girl's rights and through strategic alliances that promote this aim.

MTG seeks services from suitably qualified consultancy firm or consultant(s) to conduct a training on Fundraising and grant management for key staff.

Purpose of the Training Consultancy

Grant management training will build the skills of MTG staff to manage institutional grants, to meet donors' financial terms & conditions when implementing, monitoring and reporting

The training will cover a number of areas with specific emphasis on but not limited to the following areas;

- a. The grant management life cycle
- b. Responsibilities and routines in grant management
- c. The flow of donor funds
- d. Assessing the terms and conditions in grant agreements
- e. How grant agreements impact on accounting and procurement systems
- f. Complying with donor reporting requirements
- g. Managing key relationships for successful grant management.

Methodology

It is preferred that this training will be conducted in a workshop set up outside the office. The training should be intensive and combining lecture and demonstration. The activity-experience should be customized to include exercises relevant to MTG scenarios

Reporting and Key Deliverables

The consultancy is expected to come up with training materials in terms of presentations as well as a training report. The report should cover the topics covered in the training as well as improvements in knowledge and skills demonstrated by staff during this assignment. The consultants bidding for this assignment should also prepare certificates to submit to participants after this training.

Timeframe of the Assignment

It is anticipated that the training will take 3 days at a venue that will be organized by MTG. The training is expected to take place on the 27th to 29th September

Required Qualifications

The firm expressing interest in this assignment should have at least 5 years of continuous training experience in resource mobilization, grant management and project management as a whole. Trainers being assigned the job should have;

- At least a minimum of Master's degree in relevant disciplines
- Not less than 5 years' work experience in development related contexts.
- Not less than 5 years of training experience in training on fundraising and Grant management.
- Preference will be given to those with prior experience in sports for development, Human Rights, gender and gender based violence

How to Apply

The Expression of Interest (EOI) should include the technical proposal, financial proposal and the proposed training programme. The proposal should also include the CVs of trainers who have been proposed to handle this assignment.

Interested Consultancy/Training firms or consultants should send their expression of Interest to Moving The Goalposts by email to humanresource@mtgk.org copy machieng@mtgk.org by 20th September 2018. Questions on the expression of interest and substance of the assignment can be addressed to the same email.

Note: Individuals/firms who qualify will be contacted