



African Biodiversity Network (ABN)

Terms of Reference (ToR) Facilitating a Training for ABN Staff and Lead Organizations of SRNs on Reporting and Documentation

1. Background

The African Biodiversity Network (ABN) is a network of organizations and individuals across Africa, dedicated to building resilient, vibrant communities living in harmony with their natural and cultural environments. ABN envisions a future where Africa's biological, cultural, and spiritual diversity is celebrated and protected, ensuring sustainability and equity for all.

To achieve this vision, ABN operates under thematic areas and cross cutting functions, which include:

- Community Seed and Knowledge **(CSK)**
- Community Ecological Governance **(CEG)**
- Youth, Culture, and Biodiversity **(YCB)**
- Gender Mainstreaming and Actions
- Advocacy and Policy
- Communication
- Network Practice and Partnership Building

ABN collaborates with partners across 18 African countries, implementing projects that benefit a range of stakeholders, including farmers, pastoralists, herders, fishermen, and traditional leaders.

Given the need to enhance the quality and consistency of reports and documentation produced by staff and partners, ABN is seeking a consultant to deliver a two-day training on Effective Reporting and Documentation to strengthen the capacity of its staff and partners to capture, communicate, and present program results effectively.

2. Objective

The objective of this consultancy is to strengthen the capacity of ABN staff and partners in effective reporting and documentation techniques to ensure that project achievements, outcomes, and impacts are communicated clearly to donors, partners, and stakeholders.

3. Scope of Work

The consultant will design and deliver a comprehensive two-day training program that will include, but not be limited to, the following components:

i. Overview of Effective Reporting

- Understanding different types of reports (narrative, technical, and monitoring).
- Key components of high-quality reports.
- Structuring and organizing content for clarity and impact.
- Documentation Techniques

ii. Best practices for documenting field activities, meetings, and workshops.

- Techniques for capturing lessons learned and best practices.
- Using visual aids (images, infographics, and charts) to enhance documentation.
- Data Presentation and Interpretation.

iii. Methods for presenting quantitative and qualitative data.

- Use of templates and frameworks for consistent reporting.
- Developing Compelling Narratives

iv. Storytelling approaches for project documentation.

- Tailoring content for diverse audiences (donors, community stakeholders, and internal teams).
- Digital Tools for Documentation

v. Overview of tools and platforms for efficient documentation.

- Techniques for archiving and managing reports and documentation for future use.

4. Methodology

The training will adopt a participatory and interactive approach, combining theoretical inputs with practical sessions, group exercises, and case studies. The consultant should incorporate the following:

- Interactive Presentations; Use visual presentations with Q&A sessions to introduce key concepts and encourage engagement.
- Group Work; Organize small group exercises to develop mock reports and analyze scenarios.
- Case Study Analysis; Analyze real-life cases to identify best practices and areas for improvement.
- Practical Exercises; Conduct hands-on sessions for structuring reports, writing, and using templates.
- Reflective Sessions; Allocate time for participants to reflect and share how they'll apply skills learned.
- Action Plan Development; each participant develops a personal action plan to implement new skills.

5. Expected Outputs

The consultant is expected to deliver the following outputs:

- i. Hold a maximum two hours virtual inception meeting with participants – on Overview of the training and gather areas to emphasize in development of actual training materials.
- ii. Comprehensive Training Materials
- iii. Facilitation of One and half day Training Workshop (in-person).
- iv. Training Report summarizing the workshop's outcomes, recommendations, and participant feedback.

6. Timeframe

The consultancy is expected to take 5 days with the following key deliverables:

Dates	No. of Days	Task
6 th -7 th November 2024	2 days	Preparation of training; This include a virtual inception meeting with participants on overview of training and father areas to emphasize in development of training materials and prepare for the training. Development of Training Materials.
Tuesday November 12 th starting 2.00pm to Wednesday Nov 13 th 2024 at 5.00pm.	1.5 days	Delivery of the One and half day training.
November 20 th , 2024	1.5 days	Preparation and submission of workshop Report including materials used.

7. Qualifications

The consultant should possess the following qualifications:

- At least 5 years of experience in reporting, documentation, and capacity building for non-profit organizations.
- Proven expertise in designing and delivering training workshops on report writing, documentation, and data presentation.
- Experience working with environmental and biodiversity-focused organizations is an added advantage.
- Familiarity with donor reporting requirements, including results-based reporting.
- Strong communication skills with the ability to produce clear and concise training materials.

8. Submission Requirements

Interested consultants should submit the following:

- A detailed proposal outlining their approach to the training, including methodology, timelines, and any innovative techniques or tools.
- Budget estimate, broken down by task and in USD.
- Evidence of past work related to reporting, documentation, or similar consultancy services.
- References from at least two previous clients.

9. Evaluation Criteria

Proposals will be evaluated based on the following:

- Experience and expertise in reporting, documentation, and training delivery.
- Relevance and quality of past work.
- Understanding of ABN's objectives and ability to align training with ABN's context.
- Proposed methodology and timelines.
- Cost-effectiveness of the proposed budget.
- References and past client feedback.

10. Application Process

Interested consultants should submit their proposals to abnsecretariat@africanbiodiversity.org with a copy to accounts@africanbiodiversity.org by **October Thursday 31st, 2024**.