

TERMS OF REFERENCE (TOR)

CONSULTANCY - TRAINING OF PARTNER ORGANIZATION REPRESENTATIVES FOR THE TUSIMAMIE MTOTO PROJECT (2026)

1. Background

Usawa Agenda is a not-for-profit organisation operating in Kenya. We envision a world where every child benefit from quality education. Guided by this vision, we promote systemic change through research, innovation, and stakeholder engagement. To strengthen community-level action, we collaborate with sub-national partner organisations that support project implementation.

Usawa Agenda is implementing an initiative, the *Tusimamie Mtoto Project*, in partnership with our sub-national level partner organisations, drawn from Busia, Nyeri, Nairobi, Kajiado, and Migori. The initiative seeks to strengthen child protection systems and enhance community action on preventing and responding to violence against children (VAC) and gender-based violence (GBV).

Usawa Agenda seeks a consultant to build the leadership and institutional capacities of these partner organisations in strategic planning, grants management, resource mobilisation and behaviours change communication, and ensure that CSO leaders are equipped to lead their organisations with strategic foresight, optimise grant acquisition and management processes, build diversified and sustainable funding streams, and employ effective communication approaches that drive positive social outcomes.

2. Objective of the Consultancy

Overall Objective

Strengthen the institutional and leadership capacities of partner organisations to deliver sustainable child-protection interventions.

Specific Objectives

- i. Equip managers with practical strategic planning and organizational leadership skills.
- ii. Strengthen knowledge and skills on grants acquisition, donor compliance, reporting, and financial stewardship.
- iii. Enhance resource mobilisation capabilities, including proposal development, fundraising strategies, and partnership building.
- iv. Build skills in Behaviour Change Communication for positive community transformation toward ending violence against children and gender-based violence.



3. Scope of work

- i. Develop comprehensive training modules covering the following thematic areas: strategic planning, grants management, resource mobilisation, and behaviour change communication.
- ii. Ensure modules are contextually relevant, incorporating practical examples and aligned with best practices for child-protection programming.
- iii. Design a detailed work program outlining timelines, training methodologies, session plans, and expected outcomes for the consultancy period.
- iv. Facilitate a 2-day intensive training workshop targeting top managers of the partner organisations. This may include virtual training sessions.
- v. Employ participatory adult-learning techniques such as case studies, group work, simulations, role-play, and real-life scenarios to enhance engagement and retention.
- vi. Provide participants with relevant training materials, practical tools, and templates, including strategic planning outlines, proposal writing guides, grant reporting tools, communication frameworks, and messaging guides.
- vii. Conduct follow-up coaching and mentorship sessions remotely or in-person for a minimum of one-month post-training to reinforce learning, assist with application, and address challenges faced in implementation.

4. Expected deliverables

Deliverable	Description	Timeline
Inception report	Methodology, Training design/approach and work plan	Within 1 week of contract signing (early January)
Training materials	Modules, tools, and handouts	By Mid-January
Training delivery	2-day training workshop for senior managers	By End of January
Final report	Detailed training report with outcomes, and recommendations	By Mid-February

5. Duration

The consultancy will run for **up to two (2) months**, covering preparation and training delivery and post-training coaching (as needed).

6. Required qualification and experience

The ideal consultant will be a firm or group of individuals and must have demonstrable expertise in the following areas:

- i. At least a Master's degree in Community Development, Project Management, Social Sciences, Communication, or related fields (for individuals).
- ii. Proven experience (minimum 5 years) in strategic planning, grants management, and resource mobilisation capacity building for NGOs/CBOs.

- iii. Demonstrated expertise in Behaviour Change Communication, community engagement, or GBV/VAC prevention.
- iv. Strong facilitation, coaching, and adult-learning skills.
- v. Experience working with community-based partners, women's rights, child protection, or social justice initiatives.
- vi. Ability to produce high-quality training tools and reports.

Reporting and Communication

The consultant will work under the overall guidance of Usawa Agenda's Director of Research & Evidence and will engage closely with partner organisations' leaders during the assignment.

Application process

Interested consultants should submit:

- i. A technical proposal outlining their understanding of the assignment, methodology, and work plan.
- ii. A financial proposal with a clear cost breakdown.
- iii. CVs and relevant experience, including examples of similar assignments.
- iv. At least two references from previous consultancy work.

Applications should be sent to the Senior Programme Officer at cmutie@usawaagenda.org and CC to bonyango@usawaagenda.org by **Monday, December 15 2025**.