

## SHORT CONSULTANCY

### TRAINING ON ORGANIZATION MANAGEMENT

#### **1. BACKGROUND**

The Children Sickle Cell Foundation is a non-governmental organization that aims to improve the quality of life of children living with sickle cell disease. The organization has been in operation for over 20 years and has made significant progress towards achieving its objectives. However, it has become necessary to enhance the capacity of the organization's staff to improve organizational efficiency and effectiveness. Therefore, the organization intends to organize a 3-day training for its staff on organization management.

The Children Sickle Cell Foundation Kenya (CSCF) works in over 10 counties in Kenya to provide comprehensive health care for people living with or caring for sickle cell disease. The organization consists of 16 staff members, 9 of whom are employed full-time and 7 of whom work on a voluntary basis. A large part of the staff cares for relatives with sickle cell disease or is affected by it themselves, which is why the work of the CSCF is characterized by great passion and motivation. The activities of the project executing agency include educational work, advocacy for improved diagnosis and treatment options and the establishment of self-help groups. CSCF has been working closely with the German Doctors Nairobi-supported Baraka Medical Centre in the informal settlement of Mathare in Nairobi for some time.

#### **Who we serve**

CSCF serves vulnerable communities with a primary focus on persons living with and affected by sickle cell disease. In order to mete out effective service delivery, the eco system around these communities (clinicians, socio-economic support groups such schools, livelihood spaces and area leadership) become the secondary target community to ensure the necessary safeguards, care, treatment and management.

#### **2. OVERALL, PURPOSE OF THE CONSULTANCY**

The main objective of the training is to improve the organization's staff capacity to manage the organization effectively and efficiently.

#### **Specific objectives of the training are:**

- a. To enhance the understanding of organization management principles among the organization staff.
- b. To equip the staff with the necessary skills to manage the organization's resources effectively.
- c. To build the staff's capacity to develop and implement strategic plans for the organization.
- d. To improve the staff's knowledge of organizational performance measurement and management.

# Terms of Reference



## **TARGET AUDIENCE**

All Children Sickle Cell Foundation staff are expected to participate in the training.

## **3. TOPICS TO BE COVERED**

The training will cover the following topics:

- a. Principles of Organization Management
- b. Organizational Structure and Design
- c. Strategic Planning and Management
- d. Work ethics and Communication
- e. Resource Management
- f. Performance Measurement and Management

## **4. METHODOLOGY**

The training will be delivered through a combination of lectures, discussions, and practical exercises. The consultant will use case studies and examples to illustrate key concepts and principles. Participants will be encouraged to ask questions and share their experiences to enhance learning.

## **5. GEOGRAPHIC SCOPE**

The training will be held in Nairobi for staff of CSCF

## **6. QUALIFICATIONS**

The consultant is expected

- a. B.Sc or Diploma in social sciences or relevant field is an added advantage.
- b. Must have good interpersonal skills
- c. Should have Planning and organizing skills.
- d. To demonstrate knowledge overview of the CSCF programs and policies
- e. Excellent written/verbal communication skills.

## **7. BUDGET**

The consultant will provide a quotation for the 3-day training. This fee will cover the consultant's time, travel expenses, and other incidentals. The organization will provide the training venue, training materials, and refreshments for the participants.

# Terms of Reference



## **8. DELIVERABLES**

At the end of the training, the consultant will be expected to submit a comprehensive training report that includes the following:

- a. A summary of the training sessions
- b. Evaluation of the training by the participants
- c. Recommendations for future training and capacity building.

## **9. REPORTING**

The consultant will report to the organization's Executive Director and will work closely with the organization's Finance, Admin and HR Manager to ensure the training runs smoothly.

## **10. EVALUATION**

The success of the training will be evaluated based on the participants' feedback, the consultant's report, and the organization's capacity to implement the training's recommendations.

## **11. TIMELINE**

The training will take place over three consecutive days, from 28<sup>th</sup> June 2023 to 30<sup>th</sup> June 2023.

## **12. APPLICATION REQUIREMENTS**

CSCF is sourcing for Individual consultants that will handle the assignment. If you believe you have the right skills, send your brief proposal (not more than five (5) pages to [contactus@childrensicklecell.foundation](mailto:contactus@childrensicklecell.foundation) before and not later than **9<sup>th</sup> June, 2023**.

Only complete proposals containing the following will be accepted;

- i. A letter of expression of interest
- ii. A technical proposal demonstrating understanding of the assignment
- iii. A financial proposal with clear breakdown of the activities
- iv. Evidence of training in context (e.g. 2 previous relevant referees and/or certificates)