



Islamic Relief Kenya

Terms of Reference

**Consultancy Service for a Lead Trainer for Preparation, Delivery and Reporting for Core Cash and Voucher Assistance (CVA) Skills for Programme Staff Courses,
Islamic Relief Sudan, East Africa Region
Nairobi, Kenya,**

Tender Reference: IRW/CONST/CVA/EAR/002/05/2025

May, 2025

Overview of Islamic Relief

Islamic Relief is an international aid and development charity, which aims to alleviate the suffering of the world's poorest people. It is an independent Non-Governmental Organization (NGO) founded in the UK in 1984. With an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for the three billion people still living in poverty. As well as responding to disasters and emergencies, Islamic Relief promotes sustainable economic and social development by working with local communities - regardless of race, religion, or gender.

At the international level, Islamic Relief Worldwide (IRW) has consultative status with the UN Economic and Social Council and is a signatory to the International Red Cross and Red Crescent Code of Conduct. IRW is committed to the Sustainable Development Goals (SDGs) through raising awareness of the issues that affect poor communities and through its work on the ground. Islamic Relief is a member of the Disasters Emergency Committee and is certified by CHS.

Islamic Relief endeavors to work closely with local communities, focusing on capacity-building and empowerment to help them achieve development without dependency.

Background information

Islamic Relief Worldwide (IRW) East African Region is made up of five countries, namely: Kenya, Somalia, South Sudan, Ethiopia and Sudan, all of which are located in the Horn of Africa (HOA).

The East of Africa countries face decades of conflict, recurrent climate shocks, disease outbreaks, locust invasion and increasing poverty leading to increased displacements, insecurity, food insecurity, malnutrition, Gender-based violence and cyclical famine. The vulnerable and the poor are the most affected. Women, children, the older people and persons with disability are disproportionately affected. The main economic activities are basically a rain fed agricultural activities such as crop farming and livestock keeping which has in recent years experienced significant climate-related shocks, including prolonged droughts, and at times flash floods and desert locus. These protracted crises have resulted in substantial economic losses and adversely impacting food security, especially in the poor, marginalized communities with limited adaptive capacity. Despite progress in recent years, the compounding impacts of these shocks continue to erode coping strategies and undermine resilience against future crises.

Overview of the work/tasks

Preparation, delivery and reporting on face-to-face CaLP-accredited Core CVA Skills for Programme Staff course in Nairobi, Kenya, East Africa region.

Primary Objective of the consultancy

- 1) The Consultant will lead the planning, delivery and reporting of a face-to-face CaLP-accredited Core CVA Skills for Programme Staff course in Nairobi. The training will help IR Sudan country offices to develop, design and deliver CVA programmes accord to best practices.

Specific Objectives for the lead trainer:

- 1) Lead the technical planning of the TOT course, in conjunction with the CALP's Learning Team
- 2) Collaborate with the co-facilitator throughout the course.
- 3) Facilitate the accredited Core CVA Skills for Programme Staff course in conjunction with CALP plans, and in communication with CALP staff and local and regional partners as necessary
- 4) Conduct a review of the course, prepare and submit a report and propose specific recommendations.
- 5) Complete a CALP Training Observation & Feedback Form for the co-facilitator

Methodology

The methodology will be in line with the course curriculum, with variations agreed in advance with CALP and the co-facilitator

Target audience

A total of around 25 IR staff members have been identified to participate in the training event. These are primarily field implementers, programme design team, and monitoring staff with 8 – 16 years of experience from IR Sudan country office programme

Scope of the consultancy services

Activities	Days	Deliverables/Notes
Preparation Preparation for course deliver, including coordinating with co-facilitator in the allocation of roles and session delivery responsibilities	2	Facilitation Agenda finalised and appropriate session materials printed/prepared
Facilitation - Delivery of one 5-day Calp accredited Core CVA Skills for Programme Staff course - Facilitate full sessions as planned with lead co-facilitator. - Provide support during other sessions and activities, as necessary	5	High quality delivery of TOT 5-day Core Programmes course
Evaluation and reporting - Lead course debriefing with the co-facilitator, including a review of participant evaluation forms - Prepare and submit course report	1	Evaluation Training report
Total number of consultant days	8	Invoice, Timesheet, Receipts, Deliverables

Key Deliverables/Outputs

- Prepared materials and completed planning with co-facilitator
- Delivery of a high-quality training course, using CALP training materials - contextualizing materials as appropriate to the setting and participants.
- Course report, with recommendations
- Completed Trainer Observation & Feedback Form for co-facilitator

Timeframe and deadlines:

This assignment is for a period of a maximum of 8 days in May 2025. It is likely to commence on 24 May 2025

Management

Management

This piece of work is commissioned by Islamic Relief Worldwide, Sudan office (IRS) which is part of Islamic Relief Worldwide (IRW), one of the world's largest faith inspired charity that has global presence in 40 countries The country office is located in Port Sudan, and it has an active presence in 9 states namely Red sea, Gedaref, Blue Nile, Sennar, Kordofan, Central Darfur, Omdurman and Al Jazeera state and has made

significant humanitarian contributions in the country. Its programmes are related to FSL, WASH, protection, safeguarding, and inclusion, child and women development, and climate change adaptation. In the country, Islamic relief has established relationships with national and international partners such as SIDA, Canadian government, Humanitarian Coalition, UNICEF, WFP, START NETWORK, DEC, and UNHCR. It is an active member the Sudan Humanitarian Forum, the national Cash Working Group and WASH Technical Working Group. The Lead Trainer will work closely with the CALP's regional partners, as they will provide support for the planning and delivery of the course.

CALP will support the preparation of the training and revision of training materials. The CALP Network will provide overall oversight.

Essential profile of the consultants:

For this piece of work, Islamic Relief Worldwide, East Africa Regional office (IR-EARO) is looking for the following expertise:

- Be a CALP-certified trainer.
- Ideally have delivered the Core CVA Skills for Programme Staff at least 3 times in the last 3 years.
- Good understanding of current good practices regarding CVA globally.
- Substantial knowledge and experience in capacity building, including adult learning methodological approaches and tools and strong skills in facilitation, including Training of Trainers courses.
- Experience developing training materials, preferably CVA training materials.
- Knowledge and work experience of the ways of working of humanitarian NGOs (local and international), state actors (e.g. National Disaster Management Authorities and social welfare departments), UN agencies, and private sector actors (e.g. financial service providers).
- Have experience in adult learning, that goes beyond someone who has simply delivered trainings.

Bid Document

- For this consultancy all applicants are required to submit a covering letter and CV's of all consultants including the lead consultant(s).
- A proposal including planned activities, methodology, deliverables, timeline, and cost proposal (including expenses) are expected.
- Other relevant supporting documents should be included as the consultants sees fit.

Terms and Conditions:

Payment will be made in line with the milestones and deadlines for key project deliverables as follows:

Milestone 1	
Completion of training and submission of all deliverables for CALP Core CVA Skills for Programmes Staff Course in East Africa	8 days

Additional Information and Conditions of Contract

During the consultancy period, Islamic Relief will only cover:

- Consultancy fees
- Any travel costs and accommodation to visit Nairobi. The terms upon which the consultant will be engaged are as per the consultancy agreement. We can be flexible with payment terms, invoices are normally paid on net payment terms of 30 days.
- The applicant must be clear about other expenses being claimed in relation to this consultancy and these must be specified clearly.
- All applicants must have a valid visa or a permit to work in the Kenya.

IR will not cover:

- Tax obligations as required by the country in which he/she will file income tax
- Any pre/post assignment medical costs. These should be covered by the consultant
- Medical and travel insurance arrangements and costs. These should be covered by the consultant.

How to apply

- Interested candidate/s who fully meet the above criteria are invited to download the bid documents from Islamic relief website <https://islamic-relief.or.ke>
- Point of contact for clarifications, questions and amendments procurement.irk@islamic-relief.or.ke Email Address for submission of Proposals/ Quotes tenders@islamic-relief.or.ke

Tender Schedule

Task	Date
Advertising of TOR	15 th May 2025
Closing of advert	19 th May 2025 at 11:00 am
Opening of bids	19 th May 2025
Evaluation	19 th May 2025
Award	20 th May 2025

The subject of the email must indicate the tender title, tender reference.

Note: IRK reserves the right to extend the tender publication period, revise the opening and evaluation and period.

Tender Title: Consultancy Service for a Lead Trainer for Preparation, Delivery and Reporting for Core Cash and Voucher Assistance (CVA) Skills for Programme Staff Courses,

Tender Reference Number: IRW/CONST/CVA/EAR/002/05/2025

Location quoted for: As per attached tender reference table.

MANDATORY QUESTIONNAIRE

A: Organization and Contact Details			
Full Name of Organization/ Individual			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Code	
Town			
Email		Telephone No.	
PIN No.			
Name of Parent Company			
Type of Organization	A Public Limited Company		
	A Limited Company		
	A Limited Liability Partnership		
	Other Partnership		
	Sole Trader		
	Other (Please Specify)		

Name of Owners

Name	ID/Passport No.	Nationality

DETAILS FOR CONTACT PERSON	
Contact details for enquiries about this PQQ/Business Issues	
Name of Staff	
Address	
Post Code	

Town	
Phone	
Mobile	
Email	

2.5	Stamp:	
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