



TERMS OF REFERENCE (ToR)

TRAINING REGIONAL EXECUTIVE COMMITTEE (REC) ON GOVERNANCE AND LEADERSHIP

INTRODUCTION

Southern Africa Federation of the Disabled (SAFOD) is a leading disability-focused network engaged in coordination of activities of organizations of Persons with Disabilities in 16 countries of the Southern Africa region. The organisation was formed in 1986 by persons with disabilities. SAFOD's mission is to advocate for the rights of Persons with Disabilities as well as nurturing and strengthening its affiliates and other stakeholders in Southern Africa to ensure promotion of inclusive development and human rights for persons with disabilities.

SAFOD has successfully implemented activities and programmes over the past 37 years, delivering on its mission of strengthening OPDs in SAFOD member countries through training, research, coordination, information-sharing, promotion of human rights and stimulating persons with disabilities. SAFOD has led the disability agenda in the region and in the continent, influencing governments while positively impacting disabled persons at grassroots level through various activities and programmes implemented at national level. We relentlessly continue to build strong relations with international bodies to intensify the disability movement, sitting at forums that open doors to the global world of disability and vigorously lobby and advocate for inclusive policies and programs for persons with disabilities that ultimately also benefit other marginalized groups within the communities.

RATIONALE AND OBJECTIVE OF THE ASSIGNMENT

At the regional level, the federation is governed by the Regional Executive Council (REC). The REC is responsible for all technical operations at the regional level, their main role is to set the overall organizational strategy and provide direction.

Today's dynamic social development space requires that board members stay informed about the latest practices, trends, and developments. A good governance training program helps to identify and present these issues. Through this training boards assume a proactive position when it comes to risk, opportunity, and strategic assessments and helps them to acquire the skills and confidence to maximise their contributions to the board.

SAFOD therefore seeks to engage an experienced and dynamic consultant to train 8 regional executive committee members in leadership and governance. The objective of this training is to ensure members of the REC are fully equipped to execute their duties in an effective and efficient manner.



SCOPE OF ASSIGNMENT

The consultant will be responsible for the following task:

Conduct leadership and governance training for 8 REC members on the following subtopics:

- Leadership (Leadership skills, leadership values, transformational leadership)
- Networking building, management and strengthen (Building trust and social capital, fundraising and more)
- Organisational management and leadership
- Roles and responsibilities of nonprofit boards and board members
- Board governance models, modes and techniques for generative governance
- Financial literacy
- Ethics and accountability, conflicts of interest
- Conflict management and negotiation.

TARGET AUDIENCE

8 Regional Executive Council members.

LOCATION OF THE ASSIGNMENT

The training will be held in Johannesburg, South Africa.

DELIVERABLES

The assignment is expected to be completed within **3 days** from the date of the Service Contract signing. The expected deliverables from the consultant are as follows:

- Training materials including PowerPoint Presentation, handouts, pre/post-tests, feedback/evaluation forms
- 1-days of training on Leadership and Governance.
- Documented feedback arising out of the training to participants
- training report including, feedback analysis report on the exercise, recommendations.

QUALIFICATION AND EXPERIENCE

The desired qualifications and experience of the consultant are as follows:

- a. A minimum requirement of a master's degree in Corporate governance, Organizational leadership, strategic management, non-profit management, international development, or any related discipline. Higher degrees, such as a Ph.D., in a relevant field is an added advantage.
- b. Proven track record of experience in conducting training on governance in the not-for-profit sector.



- c. Excellent leadership, organizational and time management skills.
- d. Excellent communication skills including in presentations and report writing.
- e. Excellent spoken and written English.
- f. Good judgement, pays attention to nuance and detail, takes initiative, high sense of responsibility, tact, and discretion, with sensitivity to different cultures.

PROPOSAL EVALUATION

The proposals will be evaluated in accordance with the SAFOD regulations and criteria. The proposals will be scored against the below criteria. Only shortlisted candidates will be contacted.

Criteria	Value Criteria
1. Technical proposal	70
Training methods	30
Training institutions and trainers' experience and capabilities	30
References	10
2. Financial proposal	30
Total	100

SUBMISSION OF PROPOSALS

Interested consultants must provide the following:

- financial and technical proposals no longer than 10 pages, outlining proposed methodologies, and a work plan with clear timelines
- Cover letter (indicating interest and past experiences from similar projects)
- Contact details for referees
- Company profile and /or Curriculum Vitae

Other supplementary materials submitted shall not be accounted for as part of the 10-page limit.

All proposals must be submitted to SAFOD through email at banthati@safod.net on 02/08/2023. Proposals submitted late will not be accepted. Only short-listed candidates will be contacted.