

Terms of Reference (TOR):
For a Facilitator on “training of project executants in project budgeting”

1. Background:

The Small Grant Programme (SGP) falls under the Agulhas Biodiversity Initiative (ABI) Landscape Initiative, aimed at conserving biodiversity and promoting economic development on the Agulhas Plain. The SGP through funding provided by Table Mountain Fund (TMF), an associated trust of WWF, supports 18 community-based projects which aim at securing environmental benefits through community - level actions with one or more of ABI’s 4 Themes: Integrated Land use Planning, Green Economy, Responsible Tourism and Environmental Education.

ABI intends to conduct a **half - day workshop** for approximately **30 participants** in **Bredasdorp** for **‘training on Project Budgeting’** for the project executants to support the 18 Small Grant funded projects. The facilitator may be an individual or company. This TOR describes facilitator’s roles and objectives of the workshop.

2. Purpose of the training workshop:

The objective of the assignment is to design and facilitate a half-day long training for the projects executants. At the end of the course we are expecting that the participants will have a clear understanding about:

- **Budgets** - practical issues of writing project budgets, including what will a funder fund and financial reporting

3. Proposed Schedule/ Timeline:

	Tasks	Month: October/ November 2016	Duration
	Assigning of agreement	Last week of October	1 day
1	Compilation and review of relevant project documents	1 st week of November	1 day
2	Developing and finalising the agenda and training materials	1 st week of November	2 days
3	Facilitate the training workshop	2 nd week of November	1 day
4	Prepare and share a brief note on workshop learning	2 days after workshop	2 days

4. Budget Available: R15 000.00

5. Required skills and competences:

- A minimum of a graduate degree in related field
- Organisation / individual facilitator must have minimum of 5 years experience in developing and facilitating training workshop
- Track record to conduct related training and can produce examples of workshop materials previously developed
- Fluency in both English and Afrikaans
- Excellent presentation skills
- General knowledge of Conservation projects
- Can conduct training through participatory way

6. Submission:

A technical and financial proposal based on the Terms of Reference outlined above must be provided by no later than **Monday 24 October 2016**. The proposal must include:

- Full Curriculum Vitae of the facilitator
- Costs for undertaking the exercise
- Copy of the report of similar training done
- Contacts of 3 organisations that have contracted the facilitator to carry out similar task

For further information and to send proposals to the address below:

To: Ms. Londeka Zondi (ABI Small Grants Programme Coordinator)

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