



CALL FOR PROPOSALS

CONSULTANCY TO FACILITATE THE MEFMI TRAINING OF TRAINERS (TOT) WORKSHOP, 9 - 18 NOVEMBER, LUSAKA, ZAMBIA

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned Institute comprising fourteen (14) Member States currently: Angola, Burundi, Botswana, Kenya, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Tanzania, Uganda, Rwanda, Zambia and Zimbabwe. The MEFMI Secretariat is based in Harare, Zimbabwe. MEFMI seeks to achieve prudent macroeconomic and financial management within the region.

MEFMI delivers its programmes through regional and in-country capacity building activities in its three core operational programmes: Macroeconomic Management Programme, Financial Sector Management Programme, and the Debt Management Programme. Delivery modes include: customized as well as demand driven regional courses, seminars and workshops, country specific missions, E-learning, policy seminars, Training of Fellows, and high level fora for policy makers in its client institutions.

MEFMI is developing a pool of macroeconomic and financial management experts from its client institutions to facilitate its training workshops and courses within the region. Hence the Institute intends to enhance the skills of its experts in consulting, organizing training and facilitating training.

MEFMI is inviting proposals from reputable organisations and individuals to conduct a Training of Trainers workshop for its team of 25 selected experts for a period of eight (8) days, from 9 – 18 November, 2015 in Lusaka, Zambia.

Objectives

The objectives of the workshop are to:

1. Enhance the knowledge and skills of the trainers in planning and developing appropriate training programmes and modules for adult learning; and
2. Equip participants with knowledge and skills of consulting, facilitation and presentation.

Scope of Work

The assignment will cover the following:

- a) Reviewing the participants pre-training evaluation
- b) Preparing detailed training materials (notes, case studies, exercises) and presentations
- c) Facilitating the training
- d) Progress reporting

Methodology and Approach

The training should adopt a mixed method including participatory adult learning through presentations, group activities, and role playing to ensure a balance between theory and practice, while stimulating active participation of all participants.

Qualifications

The consultant(s) should have demonstrated evidence of leading and conducting Training of Trainers (TOTs), experience in providing consultancy services, good interpersonal and

presentation skills, as well as demonstrated evidence of conducting adult learning courses with practical relevance at the work place.

Expected Outcomes

The following are the expected outcomes from the assignment:

- a) Participants able to develop appropriate training modules and materials;
- b) Participants able to facilitate and present; and
- c) Participants able to provide effective consultancy services in their areas of expertise.

Expected Outputs

The following are the expected outputs from the assignment:

- a) Enhanced knowledge and skills of participants in planning and delivering training; and
- b) Enhanced skills of participants in management consulting.

Please submit your application accompanied with the following documentation:

- a) Copies of certificate of registration / incorporation, if company
- b) Names and contacts of Directors, if company
- c) Curriculum Vitae for the personnel to conduct the training
- d) Tax registration certificates (Income Tax and VAT), if company
- e) Company profile, where applicable
- f) Full contact details (physical address, telephone and fax numbers and e-mail addresses)
- g) Contact persons
- h) A profile of existing customers
- i) Three references from renowned companies and their contact addresses
- j) Payment and Billing Terms

In addition, you should provide a detailed proposal for MEFMI regarding the following:

1. Training approach and justification,
2. Proposed training programme, clearly indicating the topics to be covered under:
 - o Planning a training
 - o Facilitation and presentation
 - o Management consulting

Please send your application clearly marked “**Proposal to Supply Training Services – MEFMI Training of Trainers (TOT) Workshop**” to the following address:

MEFMI
9 Earls Road,
P O Box A1419,
Avondale,
Harare,
ZIMBABWE

OR Email to: capacity@mefmi.org

The applications should be received no later than, **Friday 11th September, 2015 at 16.00 hours**. Applications received after the closing date and time will **NOT** be considered.

MEFMI is an equal opportunity employer.