

ASIAN AID ORGANISATION (ASIAN AID) Terms of Reference

Partner Capacity Workshop: Project Design

Location: Home-based (remote) and Kathmandu, Nepal

Date: March 20 – 24, 2023 or March 27 – 31, 2023

Position reports to: Asian Aid Programs Manager, Tammy Moses (Australia)

Asian Aid Programs Manager, Pudens Isabel (Nepal)

About us

Operating for over 55 years, Asian Aid is a faith-based child-focused organisation. We are an Australian non-profit organisation (NGO), recognised and registered as a Supporting Ministry of the Seventh-day Adventist Church, a registered Australian Charities and Not-for-Profits Commission (ACNC) charity, and member of the Australian Council for International Development (ACFID). As a child-focused organisation, we aim to strengthen the capacity of families and communities to protect, nurture and support their children and young people as they grow and develop.

Vision: All children, families and their communities are empowered, protected, and have full access to their rights.

Mission: To enable children, their families, and communities to reach their God-given potential, through child-focused programs that foster sustainable positive change.

Background information

Asian Aid currently works with six partners across three countries, based in Nepal, Bangladesh, and India. Our current partners are all locally registered organisations in their respective countries and are primarily faith-based. Our partners receive funding from multiple donors (international, domestic, and private). Each partner has varying capacity and experience, with partners often receive funding for multiple projects at any one time from Asian Aid.

Asian Aid is seeking a qualified and experienced facilitator to provide training to partners in project design and proposal writing, including developing MEL plans (goals, outcome and output identification, indicators, risks, and assumptions) and linking to high level indicators. The facilitator will have skills in providing training in a cross cultural, multi-lingual setting and will be adaptable in their facilitation/training approach.

The training will provide opportunity for cross-learning between partners and will ensure that partners all receive the same level and type of information regarding project design.

Child Focused Development (CFD)

Asian Aid programs are designed using a Child Focused Development (CFD) Framework, which is based on our organisational vision and mission. The CFD Framework utilizes child focused programming strategies to ensure the rights of children through practical actions and wider changes in policy and practice.

The basis of the CFD Framework is built on the four specific foundational principles outlined in the United Nations Convention on the Rights of the Child (UNCRC), which include:

Article 3: Best interests of the child		
Article 6: Rights to life, survival and development	Article 2: Non-discrimination	Article 12: The right to be heard

The diagram below illustrates the four foundational principles simplified into four single word Target Outcome Areas: Survival, Protection, Development and Participation.



The Child is at the centre of CFD Framework approach, with the two surrounding areas that have direct involvement in the lives of children – Family and Community.

Depending on the context of the CFD project, the focus ‘community’ can be specific to the child’s school community. All projects supported by Asian Aid will be designed with our field partners and communities to focus from one to potentially all four of the Target Outcome Areas.

Participants

Participants attending the workshop are from six different partner organisations. Many of the participants attending this workshop have been working within their organisations for a lengthy period, some founders of their organisation. Some of the participants will have been children sponsored through Asian Aid over the years who have then returned to the organisation to work in project/administration roles.

Current partner projects focus on:

- Education (includes supporting start-up schools, infrastructure, after school programs, etc.)
- Anti-Human Trafficking (AHT) initiatives
- Mother Child Health (including reproductive health)
- Advocacy programs (child rights, human rights)
- Livelihood training programs to support household income and access to services
- Programs to empower marginalized communities, focusing on women, girls, children

Sought Learning Outcomes

By the end of the workshop partners will understand what needs to be included in key parts of a project proposal. This includes writing of goals, outcomes, outputs and indicators, log frame development and MEL plans.

Key objectives include:

- Through an interactive training workshop partners will learn skills and competencies in-
 - Developing a project goal, outcomes and outputs that meet the identified needs of a community.
 - Understanding how to develop a log frame and what each area of the log frame means e.g. indicators, Means of Verification (MOV), risks and assumptions and how to identify these areas.
- Facilitate learning of those participating in the workshop as they re-work/develop proposals (existing or new).

Training to be delivered in English at a pace that can be understood by those who have English as a second language. As listed above, it is envisioned that the workshop will be interactive to ensure continued partner engagement throughout the workshop delivery.

Trainer deliverables

- Plan and prepare training
- Deliver facilitated training
- Provide a report of the training workshop

Training outline

The training is to be facilitated in Kathmandu, Nepal. The timeline for the training is up to 4 days plus travel. The primary focus of the training days will be on the key learning outcomes (as listed above), however additional sessions will be scheduled throughout the day for activities that encourage team building and communication. These additional activities will be planned in conjunction with the facilitator to ensure the target group are able to focus on the intensive learning.

Skills, experience, and competencies

The chosen facilitator will have experience in facilitating adult training in the international sector, specifically in the areas of project design, proposal writing and MEL.

Required qualifications and experience include:

- Minimum five years' experience in proposal writing and MEL procedures
- Concrete knowledge of MEL concepts and ability to deliver training in these concepts
- Ability to work across multiple cultures and where English is a second language
- An understanding of how to work with/across multiple levels of skills on the topics above

Fees and Payment

The facilitator is expected to provide their daily fee rate as a part of the Expression of Interest (EOI). Payment will be made on submission of an invoice at the completion of the contract unless otherwise agreed.

Expression of Interest (EOI)

An EOI submission needs to include:

1. A maximum one-page cover letter including a statement of capability introducing the skills, experience and competencies described above and how you met these using concrete examples and a budget.
2. Include availability for March 2023 to deliver the training.
3. Current Working With Children Check (WWCC), and National Police Check (if available).
4. If located within Australia, evidence of right to work in Australia to be provided.
5. A technical offer showing a draft training plan and methodology to deliver the training and a timeline including international travel.
6. Daily fee rate for planning, training, and reporting deliverables (airfares/travel, meals and accommodation will be provided by Asian Aid while overseas).
7. Current CV showing relevant experience, including contact details for references (minimum 2).

EOIs and requests for further information should be submitted to the assigned Asian Aid Programs Manager (Australia), Tammy Moses (contact@asianaid.org.au) by 9 December 2022.

Please note: Asian Aid reserves the right to fill the advertised position prior to the listed close date for EOI submissions.