Training Consultancy
Scope of Work
[SoW]

NGO CAPACITY BUILDING PROGRAM
Assignment Purpose

The Sawiris Foundation for Social Development [SFSD] is conducting a capacity building program for NGOs and institutions currently acting as implementing partners in its various projects. The capacity building program is to cover the theme of monitoring and evaluation [M&E]. The purpose of this assignment is to develop the training curricula and work plan as well as train the relevant personnel from SFSD to conduct the training of the implementing partners.

Audience and Intended Uses

The primary audience of this consultancy’s report and deliverables will be SFSD, namely the Learning and Strategy sector [L&S]. The report is going to present a summary of the work done by the consultant in order to support SFSD to perform this capacity building program, complementing that with the training materials, session plans, work plan, and handouts. This material is going to be used to bolster the skills of SFSD’s implementing partner staff in the field of M&E, as a way of supporting them towards stronger and more efficient project design, documentation, tracking, and assessment of social development projects.

Summary Information

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Capacity Building for Implementing Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partners</td>
<td>33 NGOs from 11 governorates</td>
</tr>
<tr>
<td>Geographic Regions</td>
<td>Greater Cairo</td>
</tr>
<tr>
<td>SFSD Sector</td>
<td>Learning and Strategy</td>
</tr>
</tbody>
</table>

Description of the Assignment

SFSD has been working since 2001 to support initiatives that encourage job creation through training, education, and access to micro-credit. Moreover, SFSD has been supporting initiatives that address challenges in health sector, infrastructure improvement, and access to basic services. This aligns with the vision for engaging in innovative and sustainable social development initiatives. SFSD’s work has been realized through working with hundreds of non-governmental organisations, institutions, and associations on the ground in different communities across Egypt. These partners and collaborators have enriched the projects and the interventions offered. Building on that partnership, SFSD now plans to invest in building the capacities of its implementing partners’ staff, with the aim of that reflecting on the management of its ongoing projects and programs.

The training curriculum to cover the following sub topics:

1. Monitoring concepts, definitions, and best practices.
2. Evaluation concepts, definitions, and best practices
3. Setting indicators and results framework
4. Using M&E plans and Data Quality Assessments for successful monitoring
Trainer Responsibilities:

- Lead the planning, design, and delivery of capacity building on monitoring and evaluation.
- Design and develop target-group-specific training modules, curricula, handbook, presentations, and other relevant training materials.
- Organize, implement, and monitor the capacity building activities, training courses, and workshops.
- Work in close collaboration with the Learning and Strategy Sector’s team to ensure learning on good practices for capacity building activities.
- Develop and implement capacity building and training evaluation system and tools, and develop pre and post evaluation test.
- Develop and implement capacity building and training report upon completion of trainings on the basis of pre and post training evaluation.
- Customize SFSD M&E policies and tools for use during the training delivery.

Level of Effort

The assignment is expected to be within 20 work-days between January 12th and February 11th, 2020.

Deliverables

- Training outline and session plans
- Training materials
- Trainer guide
- Training report
- Assignment Final Report