**Humanitarian Leadership Academy – Civil Society Strengthening Pillar**

**Course and Training Materials on Organisational Development based off the Governance & Structure section in Save the Children’s Organisational Capacity Assessment Tool**

**Consultant’s Terms of Reference**

The Humanitarian Leadership Academy (HLA) exists to ensure that people everywhere preparing for, and responding to, humanitarian crises have access to the right learning at the right time, supporting individuals to develop new skills and organizations to become more effective, ultimately supporting the sector to adapt and become more locally led.

**Our overall approach**

The HLA is unique in its approach. With collaboration being at the heart of what we do and which we see as our shared responsibility to trigger the change required to support localisation, our learning marketplace is a ‘one stop shop’ for learning in the sector. Our diverse learning portfolio, our range of products and services, our in-house expertise, and relationships and engagement with a global constellation of subject matter experts enable us to offer direct support with scale and impact, as well as adapt and scale up locally grown initiativesThrough the networks we have developed and the platforms & associated support & technical mechanisms in place, we act as a catalyst for others; we enable others in the sector to create and scale their own relevant, contextualised high quality learning.

We do this through an agile approach, experimenting with new ways of working and new business models and, where required, challenging the status quo, to achieve an end state where we work for local organizations, communities and actors to provide a platform for their own solutions.

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| **As local as possible, as international as necessary:** To meet our 2030 ambition to ensure that all children survive, learn and are protected, and in line with the aspiration of the Grand Bargain, Save the Children recognises that local and national actors are essential in supporting children’s rights and humanitarian needs in all contexts. Our role as Save the Children is complementary to and supportive of what local and national actors already do to ensure children’s rights. Consequently, Save the Children will reinforce and not replace existing national and local capacities, support national and local leadership, support linkages regionally and globally, and only respond directly when invited and/or when national and local actors need additional support, filling the gaps where they exist and mobilising technical expertise in support of other responders’ action as necessary. We seek to continuously demonstrate our Partnership Principles and the sector endorsed Global Humanitarian Platform Principles of Partnerships no matter the context. These principles apply to all types of partnerships; transactional, transformational and strategic, short term or long term. This means that we involve partners in our strategic planning processes and in all phases of the programme cycle’. **Background**The Humanitarian Leadership Academy Civil Society Strengthening Pillar aims to provide Organisational Development support to Partners as one of the 7 dimensions of Localisation. We do this by providing a range of support to partners, such as online courses, blended learning events, in-person workshops and self-guided learning resources on Organisational Development.HLA has established an Organisational Development Hub on our Learning Platform (Kaya) which gives partners access to a wide range of digital resources on Organisational Development. We have one section on the Hub that focuses on organisational Governance & Structure which needs further resources developed. (online course content and face to face Training resources with Facilitation Guidance).**About the Governance & Structure Section:** The way organisations govern and structure themselves has a profound impact on their ethics, culture, systems, processes, and procedures. This, in turn, affects how decisions are made, the effectiveness and efficiency of the organisation's delivery, and the organisation's reputation and sustainability.**Scope of work**The scope of work is: 1. to develop one Online Course on Governance and Structure that reflects the Standard Gov & Structure section. The Governance and Structure section is part of Save the Children International’s internal Organisational Capacity Assessment (OCA) tool, and the tool will be made available to the successful candidate.
2. to develop F2F Training Materials on each of the topics listed in the main areas in the section on Governance & Structure in the OCA tool. The materials must be designed with facilitation guidance so they can be used by other facilitators and trainers. The target audience are local partners. The delivery mode is F2F and Virtual. Each main topic should have a F2F resource developed that equates to a 2-3 hour workshop.
3. All learning materials must be produced in English.
4. Support the delivery of the designed Governance and Structure workshops to local partners in MENAEE region (language requirements: Arabic and/or English)
5. HLA will provide the session templates for the online course storyboard, virtual training sessions and F2F workshops.

**Methodology*** Conduct consultations with The MENAEE HLA regional Lead, the HLA MENAEE regional Capacity Building Programme Manager and the Learning solution specialist in the HLA UK team in the form of meetings and structured discussions.
* Meetings and discussions can be virtual or F2F depending on the country the consultant will be based in.

**Areas to be covered:*** Organisational governance is the system by which an organisation makes and implements decisions in pursuit of its objectives, and the way in which it empowers its leadership to take accountability for those decisions.
* The courses sections should support partners in learning more about roles and functions in organisations, organisational structures, communication, accountability, and external stakeholder management.

**Main Areas required: (Not limited to the below – discussions around the specific content will be agreed before development of learning resources)*** Role of Board Members and Advisory Role
* Decision Making
* Best Organisational Structure (HR)
* Authority Matrix – functions based on profile
* Annual budget/low budget organisational structure
* Functions R&R in all types of organisations.
* Stakeholder management
* Organisational Reputation

**Deliverables*** One Online Course Content on Governance & Structure (60-90 min)
* F2F Training Materials for each Governance & Structure main area with Facilitation Guidance on Governance & Structure which can be adapted to virtual delivery
* Support to 2 F2F workshops delivery
* Each F2F resource will have:
	+ PowerPoint slide deck (if required),
	+ Facilitation guide including session outline
	+ Activities and handouts (if required)

**Timeline*** Consultations to take place: September 2023
* Final Delivery of Learning Materials & Resources by Mid December 2023
* Support of delivery of Training & Facilitation will be requested in 2024.

**Project Budget**Maximum of $10,000. Cost and value for money will be a consideration in the selection of the successful bid. If the consultant will be required to travel to deliver F2F workshops, then travel and accommodation will be covered by Save the Children. |

**Safeguarding**

The child safeguarding level for this engagement is Level 0.   The consultant will be required to deliver the service in a way that reflects Save the Children’s commitment to safeguarding children in accordance with the Child Safeguarding Policy.

The consultant must also ensure they adhere to Save the Children’s Prevention of Sexual Exploitation and Abuse policy. Save the Children has a zero tolerance policy for exploitation and abuse committed against the populations and partners we serve.

**Payment**

The instalments will be agreed upon at negotiation stage.

**Please provide your proposed cost in the table below.**

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| **Work stage** | **Hourly and/or daily\* rate** | **Proposed number of hours/days** | **Total cost** |
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| *(add stages as appropriate)* |  |  |  |

\* *minimum of 7 hours per day*

**Other costs:**

If there are any further costs or expenses that you propose charging, please detail these below together with an explanation.

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| **Cost description** | **Value** | **Reason** |
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