

**TERMS OF REFERENCE FOR Reporting Training for PLAN INTERNATIONAL sudan staff**

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| Type of Project | Report Writing Training Course for Plan Sudan Staff |
| Dates | June - July |
| Duration | Total of 6 working days, each rotation will be 3 working days |
| Location | Sudan |
| Thematic areas | MEAL, Programme management |
| Target audience | Project Managers, Project Coordinators, Program Leads, Program Area Managers, Sponsorship Coordinators, M&E Coordinators |
| Donor | Plan Sudan |
| Strategic Objective of Project | Improve report writing skills of staff that are required to write reports and proposals as part of their duties. |

1. **Introduction to Plan International Sudan**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. In Sudan, Plan International has been working for more than 40 years, building powerful partnerships with and for children in over 300 communities in White Nile, Kassala, North Kordofan and North Darfur. In South Kordofan, Gedarif, East and West Darfur, projects are implemented through partner organizations.

This document is the terms of reference for the reporting training initiated by Plan International Sudan. The overall objective of the training course is to improve the report writing process and facilitate training sessions for relevant staff. This is initiated by the Program Quality Department. The project background, criteria as well as workplan are provided in the sections below.

1. **Background and overview of the Training:**

Report writing is a core basic competency required in the Humanitarian sector. It is a vital component and a necessary task for humanitarian workers in various levels. It contributes importantly to the delivery of aid, as the access to funds and the quality of project reports and proposals determines whether funds are received or not. Reports must be clear, comprehensive and consistent. It is essential for the operation of humanitarian programmes and organizations must have the capacity to deliver high quality reports and effective delivery of reports.

From time to time reports come incomplete, incoherent with key information missing. Through the report’s quality feedback survey that was conducted, findings revealed that the quality of reports on average was considered poor in regards to the relevance of reports to the project outcomes. The findings further found that reports came back inconsistent in terms of narrative across the report. The outcome of this survey indicated the need for a report writing training course for staff in order to improve effectiveness.

1. **Training Objectives:**

To improve the report writing process from the very start of the process and train staff on best practices in report writing. To help staff develop the knowledge and skills needed to improve their efficacy in writing engaging and clear reports that encourage donors to take further action. To acquire skills on the use of different methods to writing and developing high quality reports.

1. **Expected training Outcomes:**

Specific objectives of the report writing training course are for participants to be able to do the following:

* Write comprehensive rich reports with good flow and without any missing information.
* Compare outputs against log-frame/previous quarter/contribution to outcomes.
* Include the right attachments. Label photos correctly and be able to properly capture activities in photographs.
* Properly document monthly and weekly progress (which helps retain correct information until it is time to write the report, and helps with efficient handover)
* Ensure consistency of reporting between financial and narrative reports
* Ensure all areas of the reports are filled and full story is present. To not leave any report sections empty, nor leave any room for questions from the donor
* Formulate case studies easily.
* Begin report preparation in advance and ensure submission with plenty time left for review. (Avoid last minute weak submissions)
* Go back to previous reports that have been reviewed and learn from mistakes for future reports.
* Time left for review. (Avoid last minute weak submissions)
* Be able to report against indicators, have a sense of figures, and be able to tell the difference between qualitative and quantitative data and when to use each.

1. **Methodology**

The methodology should include evidence-based practices, which include pre and post tests to assess and show improvement from participants in their report writing skills. Participants to receive a certificate of participation in the report writing training.

1. **Target groups:**

The targets will be Project Managers, Project Coordinators, Program Leads, Program Area Managers, Sponsorship Coordinators, M&E Coordinators. A total of 60 participants will attend the raining. Each rotation will have a maximum of 30 participants.

1. **Duration of the training:**

There will be two rotations as follow:

1. The first on will for 3 working days, starting from **19th June 2022** to the **21st June 2022** the location will be determined later.
2. The second rotation will run for 3 working days, the date and the location will be determined later.
3. **Application Process & Requirements**

Interested candidates must submit the following documents:

1. **Cover Letter**
2. **CV of the trainer\ trainers**
3. **Sample of previous work** in similar training work. (It can be a part of the CV)
4. **Technical proposal** to conduct the training based on the training objectives and outcomes. The detailed technical proposal should:

* Show a thorough understanding of this term of reference.
* Proposed methodologies appropriate given the objective of the training.
* Include a description of how conduct the training.
* Demonstrate the approaches that will be use to evaluated the outcome of the training.

1. **Financial proposal (budget) containing:**

* Trainer fees/costs.
* Travel, communication (internet, mobile credit) and administrative expenses.
* Any other related costs and required for the proper conduction of the training.
* In case of institution paying VAT, you should include it in financial budget.

**Applications**

If you have experience of working in a similar capacity, meet the above profile, please submit your proposal including your financial proposal and documents in a sealed envelope on or **before 4:00 pm of June 6th 2022** to Operations Department at: Plan International Sudan, Building #26, Block #12 || Alamarat St. #27, Alimtedad, East Khartoum PO Box 528, SUDAN. The envelope must be marked with the title of the assignment. You can also submit your detailed proposal to Ahmed Mohamed Ibrahim – Procurement Specialist via his email [Ahmed.Ibrahim@plan-international.org](mailto:Ahmed.Ibrahim@plan-international.org)​. Kindly note the closing date of submission above and please.