TERMS OF REFERENCE (ToR)

CONSULTANCY SERVICE FOR TWO-DAY STAFF CAPACITY BUILDING TRAINING ON PROGRAMME AND PROJECT MANAGEMENT FOR NANHRI SECRETARIAT

I. Background and Context

The Network of African National Human Rights Institutions (NANHRI) is the regional umbrella body that brings together 46 African National Human Rights Institutions (NHRIs). Headquartered in Nairobi, Kenya, with an operational Partnership and Liaison Office in Addis Ababa, NANHRI works to strengthen the capacity of its member NHRIs to promote and protect human rights effectively and independently in accordance with the Paris Principles, while encouraging and supporting the establishment of compliant NHRIs across Africa.

Within the framework of its multi-year strategic priorities and donor-funded programmes and projects, NANHRI designs and executes multiple capacity-building initiatives, research and advocacy activities, and high level regional and international engagements. To sustain and further strengthen rigorous institutional accountability and the effective delivery of its mandate, the Secretariat continuously refines its programmatic, project, financial and operational management systems. Accordingly, NANHRI has planned a two-day staff training initiative designed to equip personnel with advanced technical competencies on program and project management. This capacity building effort aims to optimize cross-functional coordination, enhance project governance, and reinforce robust operational oversight across all programmatic areas.

II. Objective of the Training

The overall objective is to strengthen the technical capacity of NANHRI Secretariat staff in planning, implementation, monitoring, financial management and reporting of institutional programmes and projects.

The specific objectives are to:

- ✓ Enhance results-oriented programme planning and implementation.
- ✓ Strengthen application of Human Rights-Based Approach (HRBA), Results-Based Management (RBM) and Monitoring, Evaluation, Accountability and Learning (MEAL).
- ✓ Improve programme budgeting, financial management and grant compliance.
- ✓ Enhance risk management, internal controls and audit readiness.
- ✓ Strengthen the use of practical tools and digital solutions for programme management.

III. Expected Areas of Training

The consultant should propose a practical and appropriately tailored training programme. The areas may include, but are not limited to:

- ✓ Programme and project cycle management, proposal development, planning and implementation.
- ✓ Theory of Change, logical frameworks, indicators and Results-Based Management (RBM).
- ✓ Monitoring, Evaluation, Accountability and Learning (MEAL).
- ✓ Programme budgeting, budget monitoring and financial management.
- ✓ Grant management, donor compliance and financial and narrative reporting.
- ✓ Risk management, safeguarding and adaptive programme management.
- ✓ Stakeholder, partner, network and event coordination.
- ✓ Data management, digital tools, analysis and information security.
- ✓ Strategic communication, documentation and knowledge management.
- ✓ Practical tools for work planning, implementation tracking, reporting and decision-making.
- ✓ Internal coordination, Teamwork, leadership and accountability.

IV. Expected Deliverables

The selected consultant will be expected to provide:

i. A brief inception report and detailed agenda .
ii. Training materials, presentations and relevant practical tools.
iii. Delivery and facilitation of the two-day training.
iv. Pre- and post-training assessment/evaluation.
v. A brief post-training report highlighting key outcomes, participant feedback and recommendations.

V. Qualifications and Experience

The consultant or consulting firm should have:

i. An advanced degree in Programme/Project Management, International Development and Monitoring and Evaluation or a related field.
ii. At least 7 years of relevant professional experience in programme/project management and capacity development.
iii. Demonstrated experience delivering similar training to NGOs, international organisations, NHRIs, regional institutions or comparable organisations.
iv. Strong knowledge of programme management, MEAL, grant management and donor compliance.
v. Experience working with international or institutional donors.
vi. Strong facilitation and adult-learning skills.
vii. The consultant should preferably be based in Kenya. However, consultants based elsewhere in Africa may also apply, provided they are able to fully cover their travel and other related logistical costs.

VI. Target Participants

The training is targeted at NANHRI Secretariat staff whose roles are directly involved in programme and project implementation, as well as related financial, operational and administrative functions.

VII. Date and Location of the Training

- ✓ **Date:** 18–19 December 2026.
- ✓ **Location:** Kenya (The specific training venue will be confirmed and communicated to the selected consultant).

VIII. Submission Guidelines

Interested consultants are invited to submit a brief CV highlighting their relevant experience in training delivery, together with a technical and financial proposal/quotation outlining their proposed approach and methodology. The financial proposal should indicate the proposed daily consultancy rate and the total cost of undertaking the assignment.

Proposals should be submitted electronically to info@nanhri.org copying dnguti@nanhri.org with the subject line: **"Application_Capacity Building Training on Programme Management."** Applications should be submitted by **23 November** 2026.

Only shortlisted candidates will be contacted. NANHRI reserves the right to request additional information from applicants and to conduct interviews as part of the selection process.