CONSULTANCY: ORGANIZATIONAL TEAM BUILDING EVENT FACILITATOR

BACKGROUND INFORMATION
MEDA is an international economic development organization; whose mission is to create innovative business solutions to poverty. Founded in 1953 by a group of compassionate business professionals, we partner with the economically active poor to start or grow small and medium sized businesses in developing regions of the world. Our expertise includes a full range of economic development tools: financial services, gender responsive and environmentally sustainable technology, business training, access to market information, better access to markets and equity investment. Our work most often focuses on women, youth and the rural poor and agricultural development. We believe that all people deserve the opportunity to earn a livelihood and that unleashing entrepreneurship is a powerful way to alleviate poverty.

NIGERIA WAY PROJECT SUMMARY
MEDA’s Youth Entrepreneurship and Women’s Empowerment in Northern Nigeria project (Nigeria WAY) in Bauchi State is a five-year project that aims at assisting poor, economically active women, and youth to increase their income, specifically, those who are involved in agro-processing in the rice, soybean, and groundnuts value chains. Using a private sector approach. MEDA Nigeria works with small scale businesses particularly those led by women and youth, to ensure that they are included in the market system, supporting agro-processing with smart incentives. Additionally, the project works with communities and families to improve the environment where girls grow up and join the market economy. The overall objective of the Nigeria WAY project is to increase the contribution by entrepreneurs and small-scale businesses particularly those owned by women and youth to Nigeria’s Economic Growth.

PROBLEM STATEMENT
The Nigeria WAY project implement programs through partners who receives support in form of accountable grants through a signed contract. Execution of these contract are usually supervised by MEDA Nigeria staff and are expected to follow contract terms regarding specific program deliverable and in compliance with donor policies, the projects logic model, generally accepted accounting Principles, applicable local laws, regulations, and guidelines.
In other for MEDA staff and staff of partner organizations to work together effectively to achieve contract deliverables and ultimately the projects objectives, there is need for effective collaboration through understanding and integration of both MEDA and partner organizations work policies, effective communication, and team spirit. It is on this basis that MEDA is organizing a two (2) day organization team building event to promote a more integrated way of working between MEDA and its partner organizations.

OBJECTIVE(S):
The organizational team building event is aimed at promoting a more integrated working relationship between MEDA and its partner organizations. Specifically:
1. Enhance communication between MEDA and partner organization staff.
2. To foster team spirit by enhancing support and trust level between MEDA and partner organization staff.
3. Promote understanding and integration of MEDA and partner organizations work systems in line with donor policies, contract terms and deliverables.
4. Improve conflict management skills between MEDA and partner organizations staff.

EXPECTED DELIVERABLES
1. Access working dynamics between MEDA and partner organizations through interviews with key staff.
2. Lead the design and develop the agenda including delivery methodology of the team building event.
3. Facilitate the event including activities and exercises aimed at achieving objectives of the organizational team building event.
4. Write an end of event report that includes the results from the assessment. Identified strength and weaknesses and recommendations on how to foster an integrated working relationship between MEDA and its partners.

KEY COMPETENCES, TECHNICAL BACKGROUND, AND EXPERIENCE REQUIRED
1. At least 10 years of current and relevant work experience, with a focus on facilitating meetings or workshops for international development organizations.
2. Demonstrated expertise in designing and implementing a wide range of interactive methods to strengthen teams and improve communication in the workplace.
3. Cultural sensitivity and experience moderating meetings of culturally diverse groups.
4. Fluency in English and Hausa. Effective communication skills and report writing.
5. Experience working on or knowledge of agricultural market systems, women and gender development issues are added asset.

PROPOSAL SUBMISSION PROCEDURE
Interested firms or individuals should submit a proposal that includes:
1. A brief profile of the firm/Individual and the CV of the Facilitator clearly highlighting the bidder’s suitability and capacity for the provision of services required.
2. Contact information for three professional references with whom the prospective consultant has provided similar services in the last three years.
3. A summary of the proposed approaches and methodology and a detailed work plan for the effective delivery of the organizational team building event.
4. A financial bid incorporating all elements of the expected deliverable (as above) and broken down to show the bidder’s daily rate. Prices must be in Nigerian Naira.
5. All bids and attachments should be submitted via email through nigeriaway@meda.org (Subject should read “Team Building Event”).
   i. proposal should be submitted on or before Close of Business 30th April 2021.
   ii. Only shortlisted candidates will be contacted.