



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE- Support staff capacity development for effective team delivery	
Hiring Office:	UNFPA The Gambia
Purpose of consultancy:	UNFPA The Gambia is seeking to recruit a National or International individual consultant to support staff capacity development to enhance both individual and team leadership, strength emotional intelligence, psychological safety for improved programme delivery and results.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultancy will:</p> <ol style="list-style-type: none"> 1. Conduct an assessment of staff needs and capacity through individual interviews. 2. Develop a training plan to strengthen team bonding, emotional intelligence and create a platform for a psychologically safe workspace. 3. Identify staff that require coaching for growth and develop a plan to support their needs <p>Main tasks to be performed:</p> <ol style="list-style-type: none"> 4. Conduct desk review of existing tools such as the global staff survey (GSS) , Country office retreat reports 2021 and 2022, GSS 2022 action plan: 5. Conduct both online and face to face consultations with staff to identify issues relevant to the exercise and develop a plan to support staff capacity building 6. Lead, facilitate and train staff to enhance a safe space, strengthen individual and team leadership for quality programme and operational delivery and results. 7. Organise consultative and interactive processes to enhance team bonding/building and improve emotional intelligence. 8. Personalised and team plans to strengthen staff capacity. <p>The following outcomes are expected:</p> <ol style="list-style-type: none"> 1. An Inception report capturing the key areas of focus to strengthen capacity in the Country Office 2. An outlined training plan for individuals and teams. 3. Coaching agenda for both individuals and teams 4. A final report with specific recommendations for action divided into immediate, short and long term.
Duration and working schedule:	The duration for the consultancy will be a period of XX working days between March 2023 to December 2023
Place where services are to be delivered:	The consultancy will be both online and onsite with team and individual sessions
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The team of consultants are expected to deliver: <ol style="list-style-type: none"> a. A Concise, user-friendly, training programme for individual and team growth



	<p>b. Develop a set of sessions, ice breakers and tools to help strengthen teamwork, a psychologically safe work environment and emotional intelligence within the staff;</p> <p>c. A final report with concrete recommendations for actions</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Direct monitoring and progress control will be ensured by UNFPA The Gambia.</p> <p>The consultant (s) will work directly with the Assistant Representative with overall guidance and leadership by the Country Representative. Periodic reports and updates will be shared with the critical core team of staff including the Representative and colleagues at WCARO.</p>
Supervisory arrangements:	The consultants will work closely with the Country representative who can delegate supervision to the Assistant Representative when relevant
Expected travel:	No travel required except where negotiated and agreed
Required expertise, qualifications and competencies, including language requirements:	<p>The following qualifications are required:</p> <ul style="list-style-type: none"> • Consultants should have relevant postgraduate qualification in related fields • Must have a minimum of 10 years' experience in staff capital management and development. • Evidence of conducting similar assignments successfully. • Have good writing and interpretation skills. • Good knowledge of the UN and UNFPA in particular. • Solid analytical and presentation skills. • Proficiency in written and spoken English.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The UNFPA The Gambia will provide the consultants with the necessary space and any required support for the duration of the assignment.
Other relevant information or special conditions, if any:	<p>COA: Project: GMB08102 Activity: GMBLEARNING Fund: FPA90 IA: PU0074</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	