



**DIABETES
AWARENESS
TRUST**

TERMS OF REFERENCE (ToR)

Consultancy to Facilitate a Four-Day Staff Training on Reporting & Documentation and Resource Mobilization

Dates: 17th – 20th December 2025 (Travel Days: 16th & 21st December 2025)

Location: [To be confirmed – within Kenya]

Application Deadline: Saturday 6th December 2025

Email: procurement@diabetesawarenesstrust.org

1. Background

The **Diabetes Awareness Trust (DAT)** is a non-profit development organization promoting healthy living and prevention/ ease management of Non-Communicable Diseases (NCDs) through improved nutrition, food safety, and public awareness. DAT works with partners across Kenya to strengthen community-driven health and food systems, integrating agroecology, nutrition education, and advocacy for safer, more sustainable diets.

As part of its capacity-strengthening efforts, DAT plans to conduct a **four-day staff training** focusing on **Reporting & Documentation** and **Resource Mobilization** to enhance institutional effectiveness, accountability, and sustainability.

2. Purpose of the Consultancy

The purpose of this consultancy is to build the capacity of DAT staff in producing high-quality reports and documentation, and to strengthen their skills in identifying, developing, and managing resource mobilization opportunities aligned with DAT's strategic objectives.

3. Specific Objectives

A. Reporting and Documentation (2 Days)

- Enhance staff understanding of key principles and standards of effective reporting.
- Improve skills in writing concise, analytical, and results-oriented reports (monthly, quarterly, annual, and donor reports).
- Strengthen capacity in data interpretation, success story writing, and visual documentation (case studies, photos, infographics).
- Introduce best practices for harmonized internal and donor reporting.

B. Resource Mobilization (2 Days)

- Build understanding of different funding landscapes (local, regional, and international).
- Strengthen practical skills in proposal writing and concept note development.
- Equip staff with strategies for donor mapping, partnerships, and stakeholder engagement.
- Enhance understanding of sustainability planning and relationship management with partners and donors.

4. Scope of Work

The Consultant will be responsible for:

1. Developing and sharing a training agenda and methodology (interactive, practical, and participatory).

2. Preparing training materials and handouts for participants.
3. Facilitating the four-day in-person training session (17th-20th December 2025).
4. Conducting pre- and post-training assessments to gauge learning outcomes.
5. Preparing a concise training report, including key lessons and recommendations.

5. Expected Deliverables

- Approved training program and materials.
- Facilitated 4-day training sessions.
- Pre- and post-training assessment summaries.
- Comprehensive training report submitted to DAT within 7 days after completion.

6. Duration and Level of Effort

The assignment will cover a total of **9 days**:

- 3 days preparation for the content for training including pre-training assessment.
- 2 days (17th – 18th December 2025) for Reporting & Documentation sessions
- 2 days (19th – 20th December, 2025) for Resource Mobilization sessions
- 2 days Report Writing including post-training assessment.

7. Required Qualifications and Experience

The ideal Consultant should have:

- A postgraduate degree in Development Studies, Communication, Project Management, or related fields.
- Proven experience (at least 5 years) in facilitating similar organizational capacity-building trainings.
- Demonstrated expertise in reporting, documentation, communication, and resource mobilization within NGOs or development projects.
- Excellent facilitation and interpersonal skills, with participatory and results-oriented approaches.
- Experience working with health, agriculture, or nutrition-focused organizations is an added advantage.

8. Application Procedure

Interested and qualified applicants are invited to submit the following to procurement@diabetesawarenesstrust.org copy: info@diabetesawarenesstrust.org by **Saturday 6th December 2025** With Subject; **Staff Capacity Building Facilitator**

1. An Expression of Interest (Eoi) detailing understanding of the assignment, methodology, and work plan.
2. A financial proposal (daily rate or total cost for the 9-day engagement).
3. A CV or organizational profile demonstrating relevant experience.
4. At least two (2) references from similar assignments conducted.