



**DIABETES  
AWARENESS  
TRUST**

## **RE-ADVERTISEMENT**

### **TERMS OF REFERENCE (ToR)**

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

**Application Deadline: Tuesday 23<sup>rd</sup> Dec 2025**

**Email: [procurement@diabetesawarenesstrust.org](mailto:procurement@diabetesawarenesstrust.org) cc [info@diabetesawarenesstrust.org](mailto:info@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.
3. Facilitating the four-day in-person training session.
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 **4 days**:

- 2 days (26<sup>th</sup> & 27<sup>th</sup> January 2026) for Reporting & Documentation sessions
- 2 days (28<sup>th</sup> – 29<sup>th</sup> January 2026) for Resource Mobilization sessions

## 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](mailto:procurement@diabetesawarenesstrust.org) copy: [info@diabetesawarenesstrust.org](mailto:info@diabetesawarenesstrust.org) by **Tuesday 23<sup>rd</sup> Dec 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.
3. A CV or organizational profile demonstrating relevant experience.
4. At least two (2) references from similar assignments conducted.