

Terms of Reference

Facilitation of the annual planning, reflection and learning retreats

Organisation:	CARE Germany
Project:	Community-based adaptation: Scaling-up action for livelihoods and ecosystems in Southern Africa and beyond (CBA SCALE Southern Africa+)
Title:	Facilitation of the annual planning, reflection and learning retreats
Activity No.:	WP0 A 0.2

CARE Germany is an international non-governmental organisation (NGO). The organisation stands for a long tradition of aid and partnership that began with the CARE package after the 2nd World War ended. We are part of the CARE International network and work with partners around the world to alleviate poverty, create opportunities for development and uphold the dignity of people of all genders and social groups. We are particularly committed to the empowerment of women and girls. CARE is non-partisan, non-denominational and committed to the humanitarian mandate.

1. Background to the project and assignment

Heatwaves, recurring droughts and extreme rainfall are the harsh reality of climate change for communities in Southern Africa. Ecosystems and infrastructure suffer, while people struggle to meet their basic needs. To support those groups most impacted by climate change, community-based adaptation is a proven model of success. It aims to create livelihood opportunities for communities suffering from climatic shocks. CARE Germany is the consortium leader in a five-year project that will work in around 100 communities in Mozambique, Zambia and Zimbabwe. Project partners (FANRPAN, IISD, IUCN and local partner organisations) will introduce a variety of solutions to navigate the changing climate, ensuring that these are nature-based, gender-responsive and fair. The project aims to support around 500,000 people to manage climate risks. The adaptation actions will act as a stimulus for scaling up. The project will also work with national and international decision-makers to foster an enabling policy and financing environment for community-based adaptation. This will enable many more communities to benefit from the impact of the project.

A planning, reflection and learning retreat can be highly beneficial for a consortium where different organisations are working together. It provides an opportunity for teams from each organisation to come together, step back from the day-to-day demands of work, and reflect on the current state of the project – in terms of what is working and what is not – and future activities. The retreat setting allows for open and honest discussion, creative thinking, and collaboration between team members from different organisations. It also provides time for learning and skill-building through, for example, workshops, training sessions, and team-building activities. The combination of reflection, planning, and learning leads to a more comprehensive and strategic approach to problem-solving and decision-making for the consortium as a whole. Furthermore, the retreat helps to build stronger relationships and promotes a shared vision between the organisations, fostering a culture of continuous learning and contributing to the overall success of the project.

2. Responsibilities and tasks

We are seeking a highly skilled and experienced facilitation team for five planning, reflection, and learning retreats. The facilitation team will play a crucial role in ensuring the success of the event by supporting a group dynamic that is results-oriented, using interactive and participatory facilitation methods.

The retreat will take place once a year for five days, alternating between the three project countries. Up to 40 people are expected to participate. The first and last retreat will be different from intervening retreats. The consortium will meet face-to-face for the first time in the end of May 2023. Therefore, the focus of the first retreat should be on promoting a shared vision and cooperation between the different organisations in the consortium and joint planning. Subsequent retreats will focus equally on planning, reflection and learning. The last retreat should put the emphasis on reflection and learning.

Key responsibilities:

- **Design the retreats:** The facilitation team, working with the Consortium Manager, is responsible for the overall concept for the five retreats as well as the detailed design of each retreat. This includes for example developing agendas, preparing materials to guide the discussions, assigning responsibilities to consortium members to support facilitation, etc.
- **Set the tone:** The facilitation team sets the tone for the retreat by creating a positive and inclusive atmosphere where all participants feel comfortable sharing their thoughts and opinions. This helps to build trust and encourages open communication.
- **Promote active participation:** The facilitation team uses interactive and participatory facilitation methods to encourage all participants to actively engage in the discussion. This helps to create a sense of ownership and ensures that everyone has a voice. The facilitation team also promotes group dynamics that encourage active participation, allowing all participants to contribute to the discussion and decision-making process.
- **Focus on results:** The facilitation team ensures that the retreat stays focused on its aim and objectives and works towards achieving tangible results. The facilitation team promotes a group dynamic that is results-oriented, ensuring that all participants understand the importance of their role in achieving the desired results. The facilitation team also helps participants to see the big picture and understand how their individual actions contribute to the overall success of the retreat.
- **Effective time management:** The facilitation team manages the time effectively, ensuring that all activities and discussions are well-structured and on schedule. This helps to ensure that the retreat stays on track and that all objectives are met.
- **Conflict resolution:** The facilitation team helps to manage any conflicts that may arise during the retreat, ensuring that all participants are heard and that an agreement is reached in a constructive and respectful manner. This helps to maintain a positive and inclusive atmosphere and ensures that the retreat remains focused on its aim and objectives.
- **Documentation:** The facilitation team is responsible for documenting the key results and decisions made during the retreat, ensuring that they are captured and communicated effectively. This helps to ensure that the results of the retreat are long-lasting and that all participants understand the importance of their contributions.

The logistical organisation is not part of the assignment.

Tasks:

- Participate in a preparatory meeting for conceptualisation, process planning and further coordination.
- Create an overall concept for the five retreats and a detailed design for the first retreat.
- Prepare materials for the facilitation of the first five-day retreat.
- Facilitate the first five-day retreat.
- Document the first five-day retreat.
- Participate in the evaluation meeting for the first five-day retreat.
- Prepare, facilitate and document the other four retreats and participating in the corresponding preparatory and evaluation meetings.

3. Products / services

- Concept that addresses the whole of the five retreats and the specific nature of the first and last retreats. This should include, among other things, objectives, key facilitation approaches that will be employed and expected outcomes of the individual retreats.
- Facilitation materials for the first retreat and annual retreats thereafter, including agendas, facilitation notes, etc.
- Facilitate the first five-day retreat and annual retreats thereafter.
- Documentation of the results of the first retreat and annual retreats thereafter. This should include a report on the key results and decisions made, a flipchart photo documentation and a collection of all presentations. After each retreat, documentation is expected within four weeks.

4. Qualification profile

The assignment is for a facilitation team. The following key qualifications are expected in the team:

- **Proven experience:** The facilitation team must have proven experience, with a track record of successfully facilitating planning, reflection and learning events. Experience with such events in the development and/or humanitarian sectors is an advantage.
- **Strong interpersonal and communication skills:** The facilitation team must have excellent interpersonal and communication skills, with the ability to communicate effectively with participants of all levels and backgrounds, and to apply interactive and participatory facilitation methods, both virtual and face-to-face.
- **Time management:** The facilitation team must have the ability to manage time effectively and maintain a well-structured schedule, ensuring that all activities and discussions are completed within the allotted time frame.
- **Documentation:** The facilitation team must have excellent documentation skills, with the ability to capture and communicate key outcomes and decisions effectively.
- **Language:** The facilitation team must have very good oral and written English skills.

5. Preliminary timetable

- Briefing (preparatory meeting) by CARE Germany – 7 April 2023
- Presentation of the concept for the retreats – 21 April 2023
- 1. Retreat – end of May 2023 (probably 29 May-2 June) in Mozambique
- 2. Retreat – end of January 2024 in Zambia
- 3. Retreat – end of January 2025 in Zimbabwe

4. Retreat – end of January 2026 in Mozambique
5. Retreat – end of October 2027 in Zambia

6. Management of the assignment

The assignment will be coordinated by CARE Germany. The Consortium Manager will be the direct contact person.

7. Quantity scope of the assignment

Up to 13 working days can be claimed for facilitating one retreat:

- five working days for facilitation
- six working days for preparation and follow-up
- two working days for travel

As there will be one retreat every year from 2023 to 2027, a maximum of 65 working days can be claimed.

8. Evaluation criteria

Expressions of interest will be evaluated on the basis of the following criteria:

- Quality of the submitted expression of interest with regard to methodological approaches, facilitation techniques and experience – **Weighting 70%**
- Total price and transparency of costs – **Weighting 30%**

9. Invitation to express interest (Eoi)

If you have a passion for facilitating planning, reflection and learning events and meet the requirements outlined above, we encourage you to express your interest for this exciting opportunity. Interested facilitation teams can apply. One member of the facilitation team must be appointed as team leader. This person is responsible for the coordination of the entire team and the provision of all services to CARE Germany. He/she is also the main contact person for CARE Germany.

The expression of interest must contain the following documents in English:

- A **description of the skills and competences** of no more than two pages, addressing the qualification profile.
- **References** supporting the qualifications. More than one qualification may be supported by a single reference.
- A **description of the methodological approach** of no more than four pages that
 - sets out the understanding of the tasks,
 - provides an overview of the proposed methodology for carrying out the assignment,
 - and the role and contribution of each facilitator.
- A **draft work plan with a budget** indicating the main costs of the assignment (including fees), the scope of the work to be carried out and the number of working days planned.
- A **CV** for each facilitator.

Please send your expression of interest by email only to:

vergaben@care.de

Subject: GLO2575 Eol facilitation retreat

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Germany

<https://www.care.de>

Deadline: 28 March 2023, 23:59 CET

Any questions relating to the expression of interest may be submitted by 17 March 2023 exclusively by email to Mr Stefan Mielke, Consortium Manager (mielke@care.de). A summarised version of these questions and corresponding answers will be emailed to all expression of interest submitters by 21 March 2023.