
TERMS OF REFERENCE FOR REPORT WRITING COACHING & MENTORING

1 BACKGROUND

PIND is a Nigerian non-profit Foundation established in 2010 with initial funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria's Niger Delta in order to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, the Foundation has four distinct but interrelated program areas. They are:

- An **economic development program** focused on generating opportunities for pro-poor market development and employment generation.
- A **capacity building program** that will build the service delivery and engagement capacity of government, civil society and communities.
- A **peace-building program** that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.
- An **analysis & advocacy program** that improves analysis and understanding of systemic constraints to growth in the Niger Delta region.

The PIND team carries out various levels of program/project management activities aimed towards achieving the goal of the organization. As a learning organization, PIND requires that the tacit knowledge gained by its team in the course of implementing activities be transferred into explicit knowledge which can be accessed and used by members of the organization to improve planning and delivery of projects, increase performance at all levels and share organizational results and outcomes with stakeholders.

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PIND teams transfer their tacit knowledge to explicit knowledge by producing various forms of report depending on the type of activity the knowledge is generated from. Examples of documentations produced in PIND include quarterly technical M&E narrative reports, trip reports, meeting reports, research/scoping study reports, and activity reports

PIND held a 3-day report writing training workshop for its long term consultants in 2015 which looked at effective writing: planning, structure and language and now desires to use a coaching and mentoring system to help institutionalize knowledge gained.

2 PURPOSE OF THE ASSIGNMENT

The objective of this assignment is to build the technical report writing skills of PIND program/project teams using coaching and mentoring in order to improve the overall quality and usefulness of documented reports. Following this training, the project teams should be able to produce superb reports that clearly articulates the intended messages in easy to understand form and style.

3 SPECIFIC OBJECTIVES

After this training, participants should be able to :

- Plan and produce technical reports that communicate effectively to the reader.
- Use critical thinking skills to differentiate between fact and opinion
- Structure specific technical reports in a reader-friendly format and layout.
- Write technically in plain simple English.
- Edit technical reports - making it all clear, concise and correct.
- Differentiate between good and poor technical reports.
- Write better, faster and shorter.
- Structure complex arguments and complicated information.
- Properly use pronouns, grammar, technical data, numbers with units, diagrams, graphs, tables, illustrations, captions, bullet points, numbering in reporting

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4 SCOPE OF WORK

- **Audit of the current technical reports from project teams:** This will be done before engaging with the teams for their work session. The aim of this audit is for the trainer to better understand the kinds of reports that are generated by different project teams, the challenges in the current reports and possible improvements that will be discussed with the teams during team engagements as well as what the measures of success for the coaching and mentoring will be.
- **Design and plan coaching sessions:** Design realistic and smart and concise targeted coaching and mentoring plan to respond to specific team needs identified.
- **Coach and mentor teams in work sessions:** These work sessions will be held with different teams separately and will zero in one specific needs of each team and involve practical sessions on writing different types of reports using real life project scenarios and reporting cycle such as the quarterly M&E narrative report. the project teams in PIND are 5 in number:

Name of project team	Number of persons in team	Location of team
Market Development	7	Warri
Analysis & Advocacy	6	Portharcourt/Warri
Peace building	8	Portharcourt
ATED	5	Warri
Capacity building	2	PH/Abuja
Knowledge Management	4	Abuja

- **Review reporting templates:** review report writing templates to ensure they meet the report writing needs of project teams and suggest revised versions where necessary
- **Presentation of Report:** Make presentation of coaching and mentoring work undertaken and results and issues and recommendations to PIND senior management and project teams via webinar

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- **Consultancy report:** Produce final coaching and mentoring report after webinar using PIND’s organizational training report template that includes evidence of achieving set objectives and recommendations

5 ACTIVITIES AND TIMELINES

S/N	Description of activities	No of days	Associated Deliverables (Codes)
T1.	Review of background documents/meetings: <ul style="list-style-type: none"> ● 2015 report writing training report ● Sample reports of each project team ● Meeting with Executive Director/Deputy Executive Director on their expectations ● Meeting with PSS on PIND’s consultancy and financial processes and clarification of deliverables 	2	D1
T2.	Engagement with project team leads & M&E to further tease out specific report writing challenges, their expectations and possible timelines for work sessions	2	D2
T3	Develop coaching schedules and team-tailored coaching materials for work sessions	3	D3
T4	Coaching and mentoring work sessions with teams in Warri, Portharcourt and Abuja (ONSITE AND OFFSITE). Review of reporting templates to be mainstreamed into this activity	18	D4
T5	Production of draft coaching report that meets PIND’s organizational training report requirements	2	D5
T6	Presentation of work to senior management and teams via webinar	1	D6
T7	Production of final coaching report that meets PIND’s organizational training report requirements and incorporates feedback from webinar	1	D7
T6		29 days	

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6 DELIVERABLE

Note; A workplan will be drawn up with the selected consultant that will contain due dates for the deliverables below;

Item		Due date
D1	Documents reviewed and start up meetings held	
D2	Team Leads/M&E expectations and challenges identified and documented	
D3	Coaching plan/schedules and tailored materials developed and approved	
D4	Coaching and mentoring work sessions held across locations both onsite and offsite, with the quality edition of PIND 's Q2 M&E narrative report from project teams and other sample reports as evidence of output	
D5	Draft coaching and mentoring report for review	
D6	Briefing on activities and results done via webinar	
D7	Final coaching and mentoring report approved	

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7 DURATION

The activity is scheduled to take no more than 29 working days spread across a period that fits with at least one M & e QUARTERLY REPORTING CYCLE (June – Sept 2017). The Q2 M & E report is to be submitted by project teams in July.

8 COSTS

Interested consultants or firms should provide a budget or cost that for this assignment using their desired template, indicating payment schedules against milestones for PIND's consideration. However, consultant(s)/firm will be engaged based on previous relevant experience and will be remunerated on a daily rate (for individual consultant(s)), or a lump sum for firms, as provided in the PIND procurement policy. PIND will provide accommodation, transportation and per diem to cover all approved travels related to this engagement in line with PINDs travel policy and guideline.

9 QUALIFICATIONS

Interested candidates are expected to meet the following criteria:

- Over 5 years' experience in planning and delivering customized technical and business writing training and post-training support to target groups
- Proven ability to diagnose actual skills needs rather than addressing symptoms and tailor capacity building to meet real needs
- Experience of producing high quality technical reports beyond training
- Ability to deliver on assignments to time and to target
- Knowledge of reporting requirements in the development sector will be an added advantage
- Strong interpersonal skills

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10. HOW TO APPLY

Technical and cost proposals should be emailed to procurement@pindfoundation.org along with the following mandatory item/supporting documents on or before 29th May,2017. Proposal should include evidence of carrying out previous similar activity (add website references or contact references as maybe necessary) and sample technical reports plus an outline of proposed approach/timeline for delivering on the objectives - a suitability pitch on why you are the best candidate for the assignment.

Mandatory Required items from vendors/consultants who intends to bid any work or service in PIND

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or Resume in case of a consultant
3. Completed PIND bio data form in case of consultants
4. Most Recent Tax Clearance Certificate
5. Tax Identification Number
6. Full physical contact address
7. Bank Reference Letter
8. Bank details as follows:
 - I. Name of Account
 - II. Account Number
 - III. Name of Bank
 - IV. Address of Bank

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