
Project: TB/HIV New Funding Model (NFM3)

Job Title: Training and Capacity Building Consultant

Reports to: Program Manager

Department: Programs

Employment Category: Short term Contract

Location: Monrovia

1.0 Background

EQUIP as Sub-Recipient(SR4) is implementing a project under Plan International Liberia (Principal Recipient-PR) ‘the TB/HIV New Funding Model (NFM3)’ funded by the Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM). EQUIP will be implementing the project from January 2021 to December 2023 in four counties in Liberia, including Bong, Grand Bassa, Margibi, and Nimba.

2.0 Purpose of the assignment

The overall objective for this consultancy is to train and equip members of the two (2) Key Population Led organizations in aspects of Internal Control, Budgeting, QuickBooks, General Transaction, Bank Reconciliation, Filing of Financial documents, Chart of Accounts, Monitoring & Evaluation and Resource Mobilization.

As a resource person, you are expected to undertake the following for two planned capacity building workshops (one at each organization):

3.0 Key Duties and Responsibilities

Capacity Training for the KP-Led organizations in Finance:

a. Develop training schedule and tools for the training to be delivered;
b. Deliver training on governance and sustainability with focus on:

   i. Internal Control
   ii. Budgeting
   iii. QuickBooks
   iv. General Transaction
   v. Bank Reconciliation
   vi. Filing of Financial documents
   vii. Chart of Accounts

c. Share training tools developed with Equip Liberia prior to the training date;
d. Develop and submit high quality training report.

Capacity Training for the KP-Led organizations in Monitoring & Evaluation

a. Develop training schedule and tools for the training to be delivered;
b. Deliver training on coordination and accountability with focus on:
   i. Basics of evidence-based reporting;
   ii. Data collection, tracking and storage, M&E activity planning and implementation management;
   iii. Coordination and engaging LEGIT partners/actors for sustainability;
   iv. Networking and maintaining donor rapport and ensuring accountability

c. Share training tools developed with Equip Liberia prior to the training date;
d. Develop and submit high quality training report.

Capacity Training for the KP-Led organizations in Resource Mobilization

a. Develop training schedule and tools for the training to be delivered;
b. Deliver training on governance and sustainability with focus on:
   i. Basics of domestic resource mobilization for sustainability;
   ii. Lobbying and engaging local private sector actors for sustainability;
   iii. Basic skills in project proposal development for fundraising
iv. Networking and maintaining donor rapport and ensuring accountability  
v. Fund raising skills and resource mobilization techniques  
c. Share training tools developed with Equip Liberia prior to the training date;  
d. Develop and submit high quality training report.

4.0 Methodology and approaches  
The consultant/ resource person will use participatory approaches and methods. It is expected that group work sessions will be conducted to develop the skills from the training delivered.

5.0 Expected outputs/Deliverables  
a. Inception report: Outlining details/ process of how three days’ trainings will be conducted;  
b. Develop and submit the training schedules and tools with the training themes to EQUIP, PLAN international Liberia specified above;  
c. Conduct three days’ workshops for the selected members of the KP led organizations  
d. Compile and submit quality training reports to EQUIP for the training conducted.

6.0 Timeframe  
The assignment is planned to begin in the month of November, 2021.

7.0 Mode of training  
The mode of training will be face-face and the adherence of COVID health protocols shall be ensured at all time.

8.0 Facilitation  
EQUIP will provide resources (i.e. both professional fees and logistical costs) to facilitate implementation of the assignment.

The following is worth noting:  
a) The total amount for this shall be agreed upon by both parties upon understanding of the task at hand.  
b) Statutory Deductions  
The Consultant will be responsible for declaration of the income for income tax purposes (i.e. 10% from the gross payment) payable to Liberia
Revenue Authority in accordance with the income tax regulations of the Republic of Liberia.

9.0 Qualifications

Education: B.A. in Business Administration, Human Resource Management, or relevant science field, Master degree is a plus.

a) Demonstrated experience in carrying out similar assignments
b) Extensive work experience and proven record in Capacity development, advocacy, Organizational/institutional developments and strategic management;
c) Strong analytical and excellent writing and reporting skills;
d) Familiarity with NGO context;
e) Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.

10.0 Application process

Applicants should submit their curriculum vitae in soft to the Human Resource, EQUIP Liberia on email to hr@equiplib.org or Hard copy can be delivered to EQUIP Liberia Office located opposite ELWA Studio Junction, beside the Rockhole market.

Deadline for the submission of all applications is Friday Capacity Training for the KP-Led organizations in Finance: November 16, 2021 at noon.

NOTE: Application will be reviewed as submission goes on on.