

## **Short Term Consultancy Terms of Reference**

### **Capacity Building on Narrative and Donor Report Writing for Partner CBOs – Jordan**

#### **Background information**

Terre des hommes (Tdh) Jordan was established in 2007 in response to the Iraqi refugee crisis and has since evolved to respond to multiple humanitarian emergencies, including the Syrian refugee crisis. In 2013, Tdh launched the Access to Justice programme, focusing on protecting the rights of girls and boys in contact with the law and promoting a child-friendly juvenile justice system in Jordan.

Tdh works with refugees and vulnerable host communities, in camps and out-of-camp settings, in close collaboration with local partners and Community-Based Organizations (CBOs). The organization maintains strong coordination with the Ministry of Social Development, Ministry of Justice, Ministry of Labour, and other governmental stakeholders to strengthen formal and informal protection systems and to fulfil children's rights and deliver protection services.

#### **Our thematic priorities:**

Migration and Protection: The Migration and Protection programme aims to reduce children's vulnerability, to guarantee their rights, to respond to their needs and to facilitate their access to development opportunities, working with communities and beneficiaries directly through providing Case Management, Mental Health, and Psychosocial Support (MHPSS) and skills development activities.

Access to Justice: The Access to Justice programme focuses on supporting girls, boys, their families, civil society actors, judicial and governmental stakeholders in upholding youth and children's rights, through provision of specialised services including capacity building for justice and child protection professionals, and technical assistance in legislation and policy.

As part of its commitment to localization, sustainability, and partnership, Tdh continues to invest in strengthening the institutional capacities of partner CBOs, with particular attention to systems, accountability, and donor compliance. High-quality reporting is a critical component of effective programme management, donor accountability, and long-term organizational credibility.

#### **The assignment:**

Under the Tdh Jordan Programme "Enhancing Protection and Justice for Vulnerable Children and Youth in Jordan", Tdh seeks to strengthen the capacity of partner Community-Based Organizations (CBOs) operating in Amman, Zarqa, and Irbid to produce clear, accurate, and donor-compliant programme reports.

This assignment aims to enhance the skills of CBO staff involved in programme implementation, monitoring, reporting, and donor communication to develop high-quality narrative donor reports, articulate results and challenges effectively, and present evidence-based programme achievements.

To achieve this objective, Tdh intends to contract a qualified service provider to deliver a comprehensive, in-person training on narrative and donor report writing, tailored to humanitarian, protection, and community-based programming contexts.

## Purpose and Objectives

The purpose of this assignment is to deliver short-term, certified technical training that strengthens partner CBOs' practical skills in programme and donor reporting.

The specific objectives are to:

- Improve understanding of donor reporting requirements and expectations
- Strengthen skills in structuring clear and coherent narrative reports
- Enhance capacity to present results, indicators, challenges, and lessons learned
- Improve the ability to integrate quantitative and qualitative information
- Strengthen clarity, consistency, and accountability in donor communication

## Training Modality and Duration

- Delivery mode: In-person, face-to-face
- Language: Arabic (with English terminology used where required for donor references)
- Duration: 3 consecutive days (18 training hours)
- Location: Amman (venues arranged by Tdh)
- Participants: 20–30 staff from partner CBOs (and relevant Tdh staff where applicable)

**Timeline:** The assignment will be implemented over a period of five (5) days, from 10 to 14 May 2026. Activities will commence with a pre-training needs assessment and the development of training materials on 10 May 2026. In-person training sessions will be conducted from 11 to 13 May 2026. The assignment will conclude with the submission of the final post-training report on 14 May 2026.

**Pre-Training Needs Assessment:** A structured pre-training needs assessment will be conducted in coordination with Tdh and partner CBOs to refine training focus, adapt content to participant experience levels, and ensure alignment with reporting responsibilities and donor requirements.

## Training Methodology and Core Topics

**Methodology:** The training will apply participatory, adult-learning approaches, combining short presentations with facilitated discussions, case studies, and hands-on writing exercises. Pre- and post-training assessments will be used to measure learning outcomes. Participants will work on practical reporting samples relevant to their organizational context.

## Core Training Topics

Training topics will include, but are not limited to:

- Overview of donor reporting requirements in humanitarian and development contexts
- Structure and components of a strong narrative report
- Aligning narrative reports with logframes and indicators
- Reporting on results, outputs, and outcomes
- Integrating quantitative data and qualitative analysis
- Writing challenges, risks, and mitigation measures
- Documenting lessons learned and good practices
- Writing clear recommendations and way forward sections
- Using reports as a tool for donor accountability and relationship

All content will be contextualized to humanitarian, protection, and community-based programming environments.

### **Deliverables**

The selected training provider will be responsible for:

- Design and facilitation of a 3-day in-person training programme on narrative and donor report writing
- Development of tailored training materials, tools, and reporting templates in Arabic
- Coordination with Tdh to design and administer pre- and post-training assessments
- Facilitation of practical exercises resulting in draft narrative report sections
- Issuance of end-of-course certificates (completion or participation)

**Post-Training Reporting and Documentation:** Following completion of the training, the provider will submit a comprehensive final training report to Tdh Jordan in both Arabic and English, including training overview, participant profile, signed attendance sheets, pre- and post-assessment tools with analytical raw data and findings, key recommendations and best practices, and photographic documentation in compliance with Tdh safeguarding standards.

The final report and all annexes will be submitted within an agreed timeframe following completion of the training, in coordination with Tdh Jordan.

### **Requirements for the consultant**

The selected organization must ensure that assigned trainers meet the following criteria:

- Certified trainers with proven experience in narrative and donor reporting
- Demonstrated experience working with CBOs, NGOs, or protection-focused programmes
- Strong facilitation and interpersonal skills
- Fluency in Arabic, with working knowledge of English as required for donor-related content
- Committed to Tdh's safeguarding and child protection policies

### **Documents to be submitted as part of the application**

- Technical proposal Approach and methodology
- A detailed activities schedule/work plan with time frame
- Financial Proposal

- o Itemized consultant's fees - consultant should indicate professional rate
- o Itemized breakdown of any additional chargeable expenses.
- o Validity period for the quotation
- At least two relevant recent work (I.e., curriculum with a legal or gender focus)
- A profile of the consulting company.
- Two referees for whom the consultant has carried out similar work

**Ethical considerations:**

All persons who work with Tdh programs are obliged to respect Tdh's Child Safeguarding Policy, Code of Conduct, and their procedures.

**Application Procedures**

Interested candidates/Firms should send in their detailed technical proposal and financial proposal (in two separate documents) to [jor.tenders@tdh.ch](mailto:jor.tenders@tdh.ch) with the title **"Narrative and Donor Report Writing Training for Partner CBOs – Jordan"**

Applications should include the criteria and requirements listed above. The deadline to submit applications will be end of business ( **Date** )

Only shortlisted applications will be contacted.