

Terms of Reference for Consultancy for Leadership Training on Performance Management: Giving and Receiving Feedback for Excellences (RTV/HR/Ug/2025)

OVERVIEW

Raising The Village (RTV) exists because we believe that together, we can find straightforward solutions to complex problems of inequality. Together, we can achieve what is impossible alone. Our story is borne as a result of two deep convictions: ultra-poverty is the worst form of inequality in our world; we have the opportunity to end ultra-poverty in our generation.

Since our inception in 2012, we have focused on partnering with last-mile rural communities in Uganda to develop initiatives that pave the pathway out of ultra-poverty towards economic self-sufficiency. We believe everyone deserves an opportunity to make choices and have a real chance at life. Through our partnerships, we resource, guide, train, and equip ultra-poor families to make empowering decisions, access new opportunities, and shape their futures.

Our work and success are the result of cross-cultural collaboration between our staff and village partners, the local and federal government of Uganda, and experts from around the globe, all working together. Fuelled by the support of our donors, we are on a path to reaching 1 million people living in ultra-poverty by 2025.

PURPOSE OF CONSULTANCY

Effective leadership centers on the ability to engage in meaningful performance management conversations and deliver constructive feedback. This training aims to build leadership capacity by equipping participants with the skills to foster a culture of continuous improvement, accountability, and employee development.

Specific Objectives

- Enhance leaders' ability to conduct performance conversations that drive excellent results
- Develop skills for giving and receiving feedback constructively
- Promote a feedback-rich culture that supports employee growth and organization performance.

DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

The training provider will:

- Design a tailored training program focusing on performance conversations and feedback techniques.
- Conduct pre-training assessments to gauge current competencies and attitudes.
- Deliver interactive sessions covering:
 - Principles of effective performance conversations
 - Techniques for giving and receiving feedback
 - Handling difficult conversations
 - Using feedback for coaching and development
- Facilitate role-plays, case studies, and group discussions.
- Provide post-training evaluations and recommendations.

EXPECTED DELIVERABLES

The consultant will be expected to:

- Detailed training curriculum and schedule
- Training materials (slides, handouts, exercises)
- Pre- and post-training assessment reports
- Final training report with recommendations

RTV DUTIES AND RESPONSIBILITIES

- Oversee the overall development of the training materials and provide feedback on drafts submitted by the Consultant.
- Effect payments on the accomplishment of the task as per the signed contract once the deliverables are met.

TIMEFRAME

This consultancy is expected to be completed within 4 weeks. The consultant will be expected to start working on the **20th of October 2025**. It is expected that 100% of the deliverables will be submitted before payment.

TARGETED AUDIENCE

- Senior Leadership Team
- Managers at all levels

SKILLS & EXPERIENCE

Required Experience and Skills.

- The consultant should be a registered organization - proof of registration.
- The consultant should have at least 10 years of experience in the design and implementation of strategic leadership training.
- Demonstrated experience in conducting leadership training sessions covering performance management conversations and effective feedback techniques.
- Proven experience in leadership development and performance management
- Expertise in Feedback methodologies and coaching.
- Strong Facilitation and communication Skills.
- Previous experience working with Non-Profit Organizations.

REPORTING

The trainer will report to the HR department and provide updates throughout the engagement.

CONFIDENTIALITY

All organizational data and participant feedback will be treated with strict confidentiality

SUBMISSION OF PROPOSAL

The proposal should include:

- Consultant CV, including past achievements.
- Introduction letter including a brief overview of the assignment as understood by the bidder.
- Detailed itemized work plan – including timeframes for submission of drafts.
- Detailed itemized budget and price justification.
- Annexes: Any documents, such as work samples or other information, that the consultant feels will assist the proposal review team in evaluating the proposal.

Prospective consultants should submit a proposal by email to tenders@raisingthevillage.org by **01st September 2025** and **ONLY** enquiries to be addressed through email: logistics@raisingthevillage.org .