



AFRICAN CONFEDERATION OF COOPERATIVE SAVINGS AND CREDIT ASSOCIATIONS (ACCOSCA)

ASSOCIATION DES COOPERATIVES D'EPARGNE ET DE CREDIT D'AFRIQUE

## TERMS OF REFERENCE

### Board Orientation workshop

#### FOR “Improving Rural Financial Inclusion through Cooperatives”

**Number of Consultants** :1 Consultant  
**Country** : Tanzania  
**Dates** : December 2018

#### 1.0 Background:

The co-operative movement in Tanzania has experienced ups and downs over the years. By 1968, Tanzania (then Tanganyika) had the largest co-operative movement in Africa and the third largest co-operative in the world in terms of percentage of the market share of agricultural exports. Agricultural marketing co-operatives were dominant but other co-operatives were also encouraged by the Government i.e. consumer, transport, Savings and Credit Co-operatives.

The cooperative movement suffered a major setback on 14 May, 1976 when radical changes in Government policy on co-operatives occurred after the introduction of socialism for all macro-economic and social programmed-Ujamaa. Primary co-operatives were dissolved and the crop marketing functions taken over by communal villages. The Government formerly announced the re-introduction of primary co-operatives and unions in 1982. SACCOs have grown rapidly since 1980 and by 2015; there were about 5000 SACCOs of which 2000 were described as dormant

ACCOSCA jointly with Canadian Co-operative Development Foundation (CDF-The Lead Agency) and Irish league of Credit Union Foundation (ILCUF) is implementation a project entitled “Improving Rural financial inclusion through Financial Co-operatives.” as supported by IFAD in Tanzania, Malawi and Ethiopia. ACCOSCA is managing the 3-year project aspects that relate to Tanzania. The project has 3 components:

- I. Building the technical capacity of financial co-operatives and their network organization
- II. Introducing innovation to financial co-operatives and their network organization.
- III. Knowledge management and policy dialogue.

These Terms of Reference (Tour) are in line with the program objective of building the technical capacity of financial cooperatives and their network organization.

These (ToR) encompass the workshop to be conducted including training materials development, preparation, training delivery and training written report

#### 2.0 Purpose

To provide important information about the organization and about the Board's roles and responsibilities.

#### 3.0 Overall objective

To build a working relationship among **Board** members that promotes ongoing support and comes to an agreement on how they will carry out their work.

### 3.1 Specific objectives

Facilitate board Orientation workshop by taking the participants through

- a). What is board orientation
- b). Importance of board orientation
- c). Board orientation strategies
- d). Board roles & responsibilities
- e). Information needs of new board members
- f). Check list of New board members.
- g). Board orientation planning matrix
- h). Board performance evaluation process.

### 4.0 Scope of work (10 Days- 50% of which are voluntary)

Stage	Activities
<b>PHASE 1 NO OF DAYS 5</b>	Preparation of training materials. e.g. lesson plan, background reading materials, PowerPoint presentations, case studies and handouts
<b>PHASE 2 NO FO DAYS 2</b>	Workshop days <ol style="list-style-type: none"><li>I. Deliver training ensuring the content is aligned with participants' expectation and needs</li><li>II. Ensure participants understand the presented material</li><li>III. Obtain feedback from participants on the training at the end of each day verbally and at the end of the workshop using evaluation forms</li></ol>
<b>PHASE 3 NO OF DAYS 2</b>	Preparation of report on board orientation workshop
<b>PHASE 4 NO OF DAYS 1</b>	Consultant submit output to CEO, ACCOSCA

### 5.0 Output

- I. Participants equipped with understanding on their role as board members
- II. Training materials on board orientation developed.
- III. Written report on the training that will be prepared by the lead consultant encompassing.
- IV. A brief description of the training development process –who was involved, different roles and what may still be outstanding.
- V. A description of the group (number of participants, contact details including their primary SACCOs, years of experience and any other relevant detail.
- VI. Methodology used in the training (lectures/group discussions/case studies) plus an assessment of which method worked practically well and what could be improved.
- VII. Recommendations for the next training and future technical assistance for the group
- VIII. Training registration sheets and daily training attendance sheets verified and signed by the consultants
- IX. Training evaluation sheets filled out by the participants at the end of the training

## 6.0 Lines of communication

The consultants will report to the CEO ACCOSCA.

The consultants will liaise with **Constance Wasike**, the program coordinator and **Maureen Njoroge**, project assistant on logistical support.

The lead consultant shall prepare report on the training delivered, training materials other and other outputs and submits to the CEO, ACCOSCA.

## 7.0 Information

Any other relevant information documentation required will be provided by official within ACCOSCA as advised during the signing of the contract

## 8.0 Summary and Timeframes

Dates	Activities
12 <sup>th</sup> November 2018	ToR advertised
26 <sup>th</sup> November 2018	Consultants selected
3 <sup>rd</sup> to 7 <sup>th</sup> December 2018	Training materials developed by consultants and submitted.
10 <sup>th</sup> and 11 <sup>th</sup> December 2018	Workshop days
14 <sup>th</sup> December 2018	Lead consultants submit output report to ACCOSCA

## 9.0 Deadline

The deadline for delivering the board orientation report is 14<sup>th</sup> November, 2018

## 10.0 Approval

ACCOSCA is seeking candidates:

- I. With a master's level qualification in business and marketing related subjects
- II. Proven experience of 7 years or more in management of credit union,
- III. Who have applied these skills in Africa and preferably East Africa.
- IV. Qualified Development Educator would be an advantage
- V. The Consultant must be fluent in both written and spoken English.

**11. Fitness to Travel.** It is the consultants' responsibility to ensure that they are medically fit for travel to and work in the destination country. In accepting this TOR/ Terms and Conditions the Consultants confirm that the consultants' general state of health and fitness is good for the trip in question and that the Consultants take full responsibility for themselves. The onus is on the individuals involved to ensure that ACCOSCA is advised of any medical information that may impact their trip. All information will be held in confidence

## 12. Application process

Please submit CV with cover letter via email to

George Ombado, CEO, ACCOSCA, Kilimanjaro Road, Upper hill Nairobi, Kenya

Email: [George.ombado@accosca.org](mailto:George.ombado@accosca.org)

Closing date for applications is Friday, 23<sup>rd</sup> November, 2018

All applicants are thanked for their interest in the assignment. However, only those selected for an interview will be contacted.