

CPDE MODULE DEVELOPMENT: GUIDE FOR PROJECT MANAGEMENT TO ADVANCE EFFECTIVE DEVELOPMENT COOPERATION

Content Development Consultant Terms of Reference

1. Introduction

The CSO Partnership for Development Effectiveness is an open platform that unites CSOs from around the world on the issue of effective development cooperation. It strives to make development more effective by reshaping the global aid architecture and providing technical support to CSOs working on the ground to engage with development partners. Through its advocacies and messages, CPDE brings together CSOs, as well as thematic groups and sectors, from different countries. At the moment, CPDE's membership covers six (6) geographic regions and eight (8) sectors. Its work is guided by five (5) advocacy priorities complemented by working groups to provide policy expertise and lead advocacy engagement.

The CPDE Guide for Project Management to Advance Effective Development Cooperation will serve as one of the training modules for the CPDE Training on Project and Network Management. The platform recognizes that a concrete translation of CSO effectiveness is CSO capacity to: 1) deliver project results and impact and 2) consolidate its CSO network that is based on the commitment to the Istanbul Principles of CSO effectiveness.

The Guide introduces project management based on CPDE's work on effective development cooperation (EDC) that is reflected in the CPDE Manifesto and Key Asks. It clarifies principles and practices that are useful for advocacy platforms like CPDE; and discusses key principles, strategies and key competencies in implementing projects with focus on project planning, management, results-based and participatory monitoring and evaluation to support CSOs and constituencies in managing their projects and programs.

This Guide will be translated into training modules and shall contain the following topics as discussed in the Guide: 1) Introduction to CPDE's EDC work, 2) Project planning for EDC advocacy platforms, 3) Project management guide for NGO alliances, and 4) Results-based and participatory Monitoring and Evaluation (M&E). The Module will be primarily used for the regional trainings on project management with the Guide serving as primary reference.

2. Scope of Work

The content development consultant is expected to submit the training modules for the CPDE Guide for Project Management to Advance Effective Development Cooperation (hereinafter referred to as the Project Management Modules), which will entail the consultant to:

1. Review the Guide and other relevant documents in the development of the Modules;
2. Submit a training design that:

- a. describes the various potential methods to implement the regional trainings on the CPDE Project Management Guide;
 - b. Includes as content a concise version of the topics covered in the Guide
 - c. Includes a guide for instructors on how to facilitate the sessions
 - d. Includes a guide for participants to produce outputs outlined in the Module
3. Review and propose strategies and revise the Project Management and the Network Management modules to ensure the alignment and coherence; and
 4. Revise drafts, as necessary and as determined by the capacity development officer.

3. Qualifications of the Consultant

The Consultant must have the following credentials:

- a. Background in project management in civil society context; and
- b. Experience in designing and developing interactive training and capacity development modules for CSOs and other similar organisations.
 - Background in writing technical papers in English (Desired)

4. Expected Outputs and Timeframe

Outlined below are the expected outputs and their corresponding timeframe.

ACTION	Timeline
Submission of proposal, design, workplan	26 November 2021
Submission of first draft of modules	8 December 2021
Submission of final draft of modules based on GS feedback	17 December 2021

5. Responsibilities of CPDE Global Secretariat

- The CPDE Global Secretariat through the Capacity Development Officer will oversee and coordinate the entire production process of the Project Management Module.
- The Capacity Development Officer will support the Content Development Consultant including through the following:
 - Providing relevant materials as references to the consultant
 - Providing project background documents and other available sources of information
 - Ensuring proofreading of submitted manuscript
 - Liaison with the copy editor who will do a final check to eliminate spelling, grammar, punctuation and similar small errors.

6. Payment

The CPDE will pay the Content Development Consultant the amount of **US\$9,500.00** for the tasks outlined in this document towards completion of the Project Management Modules. The schedule of payment shall be as follows:

Condition	Percent	Date	Amount
1. Upon signing of the TOR and Service Agreement	40%	25 November er 2021	US\$3,800.00
2. Upon completion of draft 1	30%	8 December 2021	US\$2,850.00
3. Upon completion of remaining outputs stipulated in Parts 2 and 4	30%	17 December 2021	US\$2,850.00
Total	100%		US\$9,500.00