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Vétérinaires  
Sans Frontières  
Germany

## **Vétérinaires Sans Frontières Germany (VSF-G)**

**Project Names: Drought Emergency Response in Borena,  
Somali and SNPPR**

**Funded by BHA/USAID**

**Terms of Reference (ToR) for training on USAID rules and  
regulations to be held in Addis Ababa**

August 2024  
Addis Ababa



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## 1. Introduction

Veterinaries Sans Frontières Germany (VSF Germany) is a non-governmental, non-profit making International Organization, engaged in the field of veterinary relief and development work providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. VSF-Germany endeavors to provide communities with holistic management approaches to livestock issues including: Livestock feed, production management, marketing support and veterinary public health. VSF Germany promotes innovative service delivery approaches including capacity building of livestock keepers and farmers through providing concentrated livestock feed and fodder development. In addition, VSF-Germany supports community-based animal health system through training of CAHWs, support to cold chain system and establishment of private veterinary pharmacies model for sustainable animal health services delivery

USAID-BHA is a key donor for VSF Germany in general and Ethiopia country program in particular. To ensure effective accountability, compliance and quality project implementation, the teams understanding of the donor rules and regulations is essential and very crucial. To this effect a training on USAID-BHA rules and regulations (grant and cooperative agreement) is planned.

Accordingly, accredited trainers on USAID rules and regulation are required to facilitate a training, that will be conducted in Addis Ababa in October 2024. In connection with this, VSF-Germany invites qualified firms and/or individuals with relevant experiences in delivering the planned training for its staff as indicated on this TOR.

## 2. Objective of the of the consultancy

The objective of this consultancy is to equip VSF Germany staff with knowledge on BHA/USAID rules and regulations so as to help the staff implement the project with full compliance at every level in managing BHA funds.

## 3. Scope of consultancy

- Develop the training programs, agenda and training materials necessary to build team capacities on BHA/USAID rules and regulations.
- Deliver the training program for participants as per the plan that will be scheduled in close consultation with VSF Germany Country program.
- Prepare a training delivery methodology with full schedule of the activities/duties;
- Deliver training for participants with the overall objective of capacity building for better understanding of BHA/USAID rules and regulation

## 4. Duration, Participants & place:

This consultancy task will be conducted in Addis Ababa (as per the agreed methodology in the ToR). The selected consultancy firm will be delivering the planned training for duration of five (5) consecutive days. The consultant will be expected to provide the training for 35 - 40 participants from the operational projects.

## 5. Expected Deliverables

The consultant will be responsible for ensuring the following outputs/deliverables to VSF Germany as per the agreed work plan:

- Navigate up to date USAID rules and regulation,
- Enable to better project management by understanding expected areas of collaboration, communication and negotiation with the donor and stakeholders.
- Reporting requirements, both narrative and financial. This includes knowledge on host government tax reporting
- Up to date USAID proposal development knowledge and skills for better applications



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## 6. Reporting and documentation

The consultant will provide proper training materials, will maintain proper documentation process of the training, assess evaluation and quality of the training through standard template.

## Required qualifications, skills and experiences

- The training service provider individual/firm should have relevant educational background- At least degree in Community development, project management fields and a mix of financial qualifications
- The training service provider/ training facilitators must be accredited trainer on USAID rules and regulation (should present certificate with the technical proposal)
- Relevant work experience, especially in delivering training within the NGOs environment, experiences for participants from different countries;
- Consultancy firm/ individual that could provide evidences about their previous work experiences in relation to this assignment; and experience of delivering USAID rules and regulation is mandatory.
- Proven capacity to deliver practical training, experience in documentation, reporting and evaluation of training program

## 7. Application procedure

Interested firms/persons must submit detailed technical and financial proposals on/before September 12, 2024 online to [Ethiopia@vsfq.org](mailto:Ethiopia@vsfq.org) with the subject “USAID/BHA Training”

### Technical proposal must include;

- Clear explanation of consultant's understanding of the Terms of Reference
- Proposed approaches and methodologies to be used and work plan/timetable. Clearly indicate the three days training sessions plan consecutively and implementation modalities
- Updated documentation with at least three references of consultant and partners (if any)
- Business registration and licenses
- Copies of a similar assignment recently completed

**Financial proposal** will include total budget for the assignment which includes training fees, flight costs, (if trainer is from abroad) accommodation, meals and other related costs to the training. Please use your own budget presentation format.

## 8. Terms of payment and invoice

The payment will be made at two phases.

- The first payment, which accounts for 30% of the gross amount, can be paid after signing engagement documents and upon submission and approval of detail work plan
- The final payment 70% will be paid upon completion of the training and submission of training report.
- The consultant is obliged to issue an invoice and pay tax to the government from the total amount of agreement as per the working income tax policies and procedures of the government of Ethiopia. 2% or 30% withholding tax will be applied depending on the registration modality of the firm within Ethiopia.