



TERMS OF REFERENCE (TOR)

FACILITATION SERVICE: TRAINING OF FARA STAFF ON ADVANCED MICROSOFT EXCEL AND WORD

A. BACKGROUND

The Forum for Agricultural Research in Africa (FARA) was established in 2002 by the Sub-regional agricultural Research Organizations (SROs) as a strategic platform that fosters continental and global networking to strengthen the innovation capacities of Africa's agricultural research system. FARA is mandated by the African Union Commission (AUC) to serve as its technical agency on agricultural research and development (AR&D). FARA is the lead continental institution responsible for the implementation of the Comprehensive Africa Agricultural Development Programme (CAADP) Pillar IV (agricultural research, technology dissemination and adoption); and the Science Agenda for Africa Agriculture (S3A).

FARA operates in a dynamic environment that is characterized by partnership building with its Sub-regional organizations including ASARECA, CCARDESA, CORAF, and AFAAS, as well as other continental organizations. This is coupled with the continued expectation that FARA upholds its integral values of accountability and transparency. The approach to address these increasingly complex and changing needs is to adopt strategies and processes and develop them in such a way that the FARA and its partners can form strong mutual partnerships.

As an international organization responding to a rapidly evolving environment, the use of data is becoming increasingly important for FARA, to inform both the day-to-day and strategic decisions that affect the work operations within the organization. In line with this mandate, FARA is looking for a competent firm to provide training services for its staff in Advanced and Intermediate Microsoft Excel and Word applications.

B. OBJECTIVE OF THE ASSIGNMENT

This practical, interactive training will equip the finance team, administrative assistants and Internationally Recruited Staff (IRS) staff with advanced and intermediate Microsoft Excel and Word skills to enhance their reporting and data management ability.

C. SCOPE OF ASSIGNMENT

- 1) Assess the capacity of the selected staff regarding their knowledge in the use and application of Microsoft Excel and Word at large
- 2) Design a tailor-made training module to address the identified capacity gaps through the advanced Excel and Word training
- 3) Develop a training plan for implementing the planned training
- 4) Conduct training in Advanced Microsoft Excel and Word with the designed training module and training plan
- 5) The Consultant should design a detailed training program covering the following;

Intermediate and Advanced Levels in Microsoft Excel

Intermediate Level	Advanced Level
<ul style="list-style-type: none"> ▪ Worksheet management – comparing/moving/copying ▪ Conditional Formatting ▪ Linking excel data ▪ Paste Specials ▪ Freezing/Hiding Rows/Columns ▪ Absolute Cell Referencing ▪ Working with Formulas (SumIF, CountIF, CountA) ▪ Working with Date and Time Functions ▪ Sorting Data ▪ Filters & Advanced Filters ▪ Creating sub-totals ▪ IF and nested IF Functions ▪ V Lookups & H Lookups ▪ Creating and Formatting Charts ▪ Pivot Tables 	<ul style="list-style-type: none"> ▪ Creating Tables in Excel ▪ Advanced formulas and functions <ul style="list-style-type: none"> ○ Database Functions ○ Text Functions ○ Lookup, Index and Match ○ Array Formula ▪ Advanced List management ▪ Importing & Exporting Data ▪ What-If Analysis <ul style="list-style-type: none"> ○ Scenarios, ○ Data Tables, ○ Goal Seek ▪ Spreadsheet Security ▪ Working with Macros <ul style="list-style-type: none"> ○ Creating a Macro ○ Inserting a Macro ○ Assigning a macro to a button ▪ Forms and Form controls in Excel

Advanced Level in Microsoft Word			
<ul style="list-style-type: none"> ▪ Mail Merging ▪ Document Commenting ▪ Bookmarks ▪ Master Documents 	<ul style="list-style-type: none"> ▪ Recipient Lists ▪ Tracking Changes ▪ Indexing ▪ Electronic Forms 	<ul style="list-style-type: none"> ▪ Merging from Scratch ▪ Footnotes and Endnotes ▪ Captions 	<ul style="list-style-type: none"> ▪ Setting Word Options ▪ Protecting Documents ▪ Importing ▪ Macros

TARGET PARTICIPANTS

The training will target all Staff within the Forum for Agricultural Research in Africa (FARA) Secretariat.

Subject area	Category of Staff	Number
Advanced Microsoft Excel Training	All IRS	12
	All finance team	6
Intermediates Microsoft Excel Training	Administrative Assistants	6
Advanced Microsoft Word training	All IRS	12
	Administrative Assistants	6

D. OUTPUT/DELIVERABLES OF THE ASSIGNMENT

The service provider is expected to provide virtual training on Advanced and Intermediate Microsoft Excel and Word for targeted staff. At the end of the training program, the participants should be equipped with the skills as stated in the terms of reference. The following deliverables are required under this assignment:

1. A developed training program which includes highlights of Pre-training assessment
2. Designed and developed a training module.
3. Enhanced knowledge of staff with respect to the training topic.
4. Post-training report including a branded recording not later than two (2) weeks upon completion of the training
5. Issue certificate of completion/ participation

E. DURATION OF ASSIGNMENT

This training programme is scheduled to take place by the end of March 2022. A total of Ten (10) man-days is expected to be used for this assignment: - [Two (2) days pre-training preparation; Two (2) days Microsoft Word Training; Four (4) days Microsoft Excel Training; and Two (2) days post-training report writing and packaging of the recordings.

F. LOCATION OF THE ASSIGNMENT

The training will be held as a virtual workshop with facilities provided by the FARA secretariat in Accra, Ghana and may be supported by facilities of the service provider.

G. PERFORMANCE CRITERIA

The firm is expected to undertake the services with the highest standards of professional and ethical considerations, competence, and integrity. The firm is expected to deliver the outputs in the most effective and efficient manner within the assignment period.

H. REPORTING

The firm will report to the Executive Director of FARA through the Head of Human Resources and Administration at FARA during the entire period of the assignment and on regular basis.

I. FACILITIES TO BE PROVIDED BY FARA

FARA will provide the following information and facilities to the consultant:

- i. Provide the platform for the training, IT support, and Knowledge Management and Communications support
- ii. Provide administrative support, including assistance in making appointments, organizing, and distributing documents, and other provisions necessary to facilitate the training.
- iii. Any other relevant information required for the assignment

J. FINANCING THE ASSIGNMENT

The training would be financed as follows:

- 50% of the total training cost will be paid to the consulting firm upon receipt and clearance of the training program and training module.
- 50% of the total training cost will be paid to the consulting firm after a successful training programme and a final report is received and accepted

K. QUALIFICATION AND EXPERIENCE

The firm must possess the following qualifications:

The Training Firm shall:

- Be an accredited Microsoft Learning Partner
- Have at least 10 years of experience in developing and delivering Microsoft Excel training.
- Have provided at least 5 courses in the requested product area.

K1 - Team Leader proposed by the Consulting firm should meet the following requirements:

- Bachelor's Degree in Computer Science, Computer Applications, Information Technology, Social Science Discipline or its equivalent
- Proven evidence to have managed at least five programmes of a similar nature
- Have 10 years experience in delivering similar programs to public and /or private sector organizations
- Excellent English language skill is mandatory
- The trainer is expected to have proven practical experience in organizing and delivering training courses on Advanced Microsoft Excel and Word applications.
- Excellent report writing skills
- High level of conceptual and analytical thinking skills.

K2 - Trainer proposed by the Consulting firm should meet the following requirements:

- Bachelor's Degree in Computer Science, Computer Applications or Social Science Discipline
- Have conducted training in at least five programmes of a similar nature
- Have accreditation in delivering Microsoft training in Excel
- Excellent English language skill is mandatory
- Excellent report writing skills
- High level of conceptual and analytical thinking skills
- Advanced computer knowledge (word, excel, PowerPoint etc)

L. APPLICATION PROCEDURES AND DEADLINE

A technical and financial proposal based on the Terms of Reference outlined above must be submitted. The proposal must outline the firm's proposed methodologies, references related to the execution of similar contracts, experience in similar areas, or evidence of knowledge and a proposed timeline. The proposal must also include CVs of the proposed team as required in section K of this ToR.

Interested firms may obtain further information at the address below during office hours 0900 to 1500 hours. Submission of a proposal on the assignment must be delivered to the address below on or before **Tuesday, 8th March 2022** to:

Dr. Yemi Akinbamijo,
Executive Director
Forum for Agricultural Research in Africa (FARA)
PMB CT 173, Cantonment-Accra, Ghana
Email: recruitment@faraafrica.org

For further information and clarifications ONLY:

Ms. Ama Pokuah Asenso
Manager, Human Resources & Admin.
Forum for Agricultural Research in Africa
(FARA)
Email: aasenso@faraafrica.org

Mr. Callistus Achaab
Procurement Expert
Forum for Agricultural Research in Africa
(FARA)
Email: cachaab@faraafrica.org

FARA Affirmative Action Statement on Recruitment: there is no discrimination based on gender race, religion, ethnic orientation, disability, or health status.