**Terms of Reference (TOR)**

**Consultancy for Leadership training for People Managers**

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1. **Objective of consultancy:**

The objective of this consultancy is to design and facilitate ***leadership training for people managers*** for one (1) day between 15th to 30th October 2020 at the external venue in Cox’s Bazar organized Human Resources department by Danish Refugee Council.

This leadership training is intended to create and share an understanding of the principles of leadership and effective people management skills; Capacity building, provide insight into strengthening leadership skills to the participants; as well as the technique of motivation during workplace.

1. **Background:**

Danish Refugee Council, one of the leading non-profit organizations founded in Denmark in 1956 and has since grown to become an international humanitarian organization. Our vision is a dignified life for all displaced. The range of our work is everything from relief work to strengthen the opportunity for a brighter future for refugees and internally displaced persons. The Danish Refugee Council assists refugees and internally displaced persons in 40 countries across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. DRC works in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. DRC in Bangladesh is registered (registration number: 2804) as an International Non-Government Organization (INGO) with NGO Affairs Bureau in Bangladesh and currently it has been working in Cox’s Bazar Rohingya influx since November 2017.

To provide opportunities for the employees to build their competencies in leadership development and people management, DRC Bangladesh is going to organize a training which will help them to develop their capacity in terms of people management with motivation.

**C. Scope of work and target date:**

**The consultant will be expected to:**

1. Design and facilitate one (1) day ***leadership training for people managers*** for approximately 30 -40 participants, between 15th to 30th October 2020.
2. Through this training the participates are expected to receive:

* + An understanding of the principles of leadership and effective people management;
  + Guidance on strengthening their management, leadership and team management skills; including managing difficult people.
  + Ways of motivating and coaching team members; dealing with under‐performance of their supervisees; dealing with difficult people and creating an empowering and motivating work climate.
  + Provide relevant training materials in the area of leadership development and people management to the participants;

1. **Deliverable outputs and target date:**

After attending this training, the participates are expected to know:

* + Will develop the Meaningful Relationships between supervisee and supervisors.
  + Will improve the communication within the team. Better management of people by managers.
  + Will improve the decision-making skills for people managers.
  + Will be able to know how to Manage the difficult people.

**Consultancy Fee:**

Consultancy fee should be included with VAT and AIT

**Travel Expenses:**

All the travel expenses (transportation and accommodation) should be included in consultancy fee.

**Payment:**

Payment will be made within 14 days of the submission of the invoice after completion of the training.

**Mode of Payment:**

Bank Transfer