



## ToR CCP Training

<b>Place of Training:</b>	Vang Vieng (tentative), Laos
<b>Commissioned by:</b>	Pestalozzi Children's Foundation
<b>Topic:</b>	Leadership and Team Management
<b>Dates:</b>	14.-18. October 2024

The Pestalozzi Children's Foundation (PCF) is a Swiss non-profit organisation, which works worldwide. Our vision is to create a world as a global village of peace through education. PCF seeks to enhance inclusive and equitable quality education to promote sustainable development and living peacefully together in 12 different countries in Central America, South East Asia, East Africa and South East Europe. To get more information about PCF, please have a look on the following website: <http://www.pestalozzi.ch/en/>

PCF is implementing projects through local and experienced partner organisations, which are responsible for the planning, implementation, monitoring and evaluation of the joint projects.

In Laos, PCF is working with local partner organisations to create safe environments for primary school girls and boys to advance quality learning in the subjects of the Lao language, mathematics, environmental education and to develop green and clean schools in partnership with teachers and local communities.

### **1 Objective of the Training**

PCF provides funding to local organisations and aims to strengthen their staff capacities and skills to achieve the programme outcomes. To support local partner organisations, we would like to offer a training for Project Managers/Leaders. The training shall be tailored to the specific needs and knowledge of the PCF partner organisations.

**The training shall enable participants to enhance their understanding of leadership and strengthen their leadership and management skills.**

### **2 Participants**

Participants will be selected from PCF partner organisations in Laos as identified per the organisations' leadership capacity needs. Participants may have varied levels and fields of experiences in leadership from both government institutions (Teacher Training College, Provincial and District Education and Sports) and CSO, and often have to perform several functions at the same time. The training shall be conducted for a minimum of 15 and maximum of 20 participants.

### **3 Tentative Agenda**

The training agenda shall be developed in close cooperation of PCF and the external service provider (trainer). The main topics will be:

- Role of the modern manager and key attributes
- Developing effective leadership and management skills
- Managing down, up and across
- Managing challenging situations
- Working with people and building team dynamic

In order to determine the current knowledge and exact needs of the participants, an assessment questionnaire shall be developed and circulated by the trainer upon provision of participants' contacts. The results will inform the detailed planning and agenda of the training.

A follow-up exercise for the participants shall be part of the training package (participants go back to their respective work and apply their learning), the exact format is to be identified and agreed with the trainer.

### **4 Dates and Place**

Preferred dates for the training are between 14.-18. October 2024. The duration of the training should not exceed 5 days (excluding arrival and departure of trainer and participants). The training shall take place in Vang Vieng, Laos (tentative) and will be held in Lao language. Costs for transport, accommodation and alimentation are covered by PCF.



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### **5 Application**

To apply, please send a signed technical and financial offer and your CV to Nam-mi Kölbener, [n.koelbener@pestalozzi.ch](mailto:n.koelbener@pestalozzi.ch) and to Khamseng Homdouangxay, [k.homdouangxay@pestalozzi.ch](mailto:k.homdouangxay@pestalozzi.ch) by latest 30.08.2024

### **6 Annex**

- Signed technical and financial offer
- Trainer CV

*The present ToR are part of the contract to be signed by the Contractor and PCF.*