TERMS OF REFERENCE
Training on ‘Personal Effectiveness & Managing Teams’

Training: We have identified ‘Personal Effectiveness and Managing Teams’ as a training need for the new hires in BNZ. This focused group includes Officers, Sr. Officers, Assistant Manager and Managers not only from BNZ but also Sindh region.

Organization Background
Founded in 1961, World Wildlife Fund's (WWF) mission is to conserve nature and reduce the most pressing threats to the diversity of life on Earth. Using the best available scientific knowledge and advancing that knowledge where possible, WWF works to preserve the diversity and abundance of life on Earth and the health of ecological systems by protecting natural areas and wild populations of plants and animals, including endangered species; promoting sustainable approaches to the use of renewable natural resources; and promoting more efficient use of resources and energy and the maximum reduction of pollution. WWF is committed to reversing the degradation of the planet's natural environment and to building a future in which human needs are met in harmony with nature.

Organizational Needs:
BMZ has new team members that have just joined the team and are somewhere in between storming and norming stage. It’s important that they come together as a team within the same project, region and broadly within the panda family. Also existing staff need to be quipped in handling stressful situation and work on personal mastery, focusing on creating an impact through the work they do. For existing staff it will be helpful to recap the tips to manage teams.

The Task:
A session focused on creating synergies within the team through team building exercises, understanding your own self (becoming emotionally intelligent), work on personal effectiveness, handle stress and difficult situations while creating an impact through nonverbal communication (by improving their interpersonal skills). The scope of this consultancy is to provide training to the participants on the following:

- Personal Effectiveness/Personal Mastery
- Stress Management
- Interpersonal Skills
- Managing teams
- Team Building

Deliverables:
- 2 Day training

Requirement for Experience & Qualification
Minimum Requirements:
- Master’s degree in any relevant discipline
- Training experience of 02 years in conducting relevant training
- Certified TOT

Competencies:
- Excellent interpersonal skills and flexible attitude
- Proficient in Urdu and English language
- Ability to engage and keep the session lively and moving
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF’s brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging.
Documents to be included when submitting the proposal
Interested individual consultants must submit the following documents/information to demonstrate their qualification:

- Proposal (1) explaining why they are the most suitable for the work (2) provide brief methodology on how they will approach and conduct the work
- Financial proposal
- Curriculum Vitae