



**Scope of Work
Consultant/Trainer for Leadership Program
January 2023**

Consulting Organization: WI-HER, LLC

Description of the activity:

WI-HER is seeking the services of consultant to design and execute a new leadership program aimed at strengthening leadership skills and enhancing workplace culture at a partner agency. The consultant's services will be required over the period of February to November 2023 and will build capacity of the partner organization's staff in a variety of areas including effective communication, teamwork, conflict resolution, and diversity, equity, and inclusion (DEI) among others. The customized leadership program will be informed by discussions, already conducted, with the executive leadership, managers, and staff across all departments at the partner agency. The training program will include four two-day trainings (two in-person and two remote) and will include 11 modules.

The thematic areas to be covered in the trainings include but are not limited to:

1. Build skills for enacting leadership: Making difficult decisions, communication, Integrity with business practice and relationships, stop gossip and build collaborative practices instead.
2. Create a culture of excellence and high standards: Policies that reflect high expectations, guidelines to support accountability and standardization of implementing policies.
3. Strengthen leadership awareness and commitment and pride in culture of excellence: maintaining adherence to standards; accountability; consistent consequences, management incorporates practices and expectations in behavior and practices and attitudes, guidance on addressing challenges together and define action plans.

WI-HER will work with the consultant to ensure that the trainings are interactive and activity-based.

Timeline:

The timeline for this role is to begin in February 2023 and end in November 2023.

Consultant role:

- Hold initial meetings with WI-HER to understand the clients need and develop the modules for each training.
- Support the design, development and execution of four trainings on the areas discussed above including the development of 11 modules.
- Design and support the evaluation of the trainings.

Qualifications

- Bachelor's degree required; Advanced degree (Masters or equivalent) preferred
- 10+ years of experience; leadership, management consulting
- Experience working with USG
- Experience working in Gender Equity and Social Inclusion
- Proficient in English, spoken and strong writing and communication skills
- Ability to work collegially within a high-performing diverse, multicultural team
- Cultural humility in working with diverse global teams
- Dedication and commitment to diversity, equity, inclusion and accessibility



Deliverables:

1. Design training agenda and develop content for each training module
2. Design and conduct a pre- and post-evaluation survey
3. Conduct the trainings in partnership with WI-HER
4. Draft final report

If interested, please submit your CV, a training sample, and your quote for the scope of work (anticipated level of effort, daily rate, and fee breakdown per deliverable based on your daily rate) to apply@wi-her.org and copy fsaeed@wi-her.org