

ZANZIBAR NATIONAL ASSOCIATION OF THE BLIND
(TERMS OF REFERENCE (ToR))
FOR BOARD GOVERNANCE TRAINING FOR ZANAB

1. Background

The Zanzibar National Association of the Blind (ZANAB) is a national organization representing persons who are blind or visually impaired in Zanzibar. ZANAB advocates for the rights and inclusion of people with visual impairments across education, health, and economic sectors.

As part of strengthening institutional capacity and leadership effectiveness, ZANAB recognizes the importance of strong governance systems. The Board of Trustee and NEC plays a critical role in providing strategic direction, oversight, and accountability.

However, there is a need to enhance the Board's capacity in governance, roles and responsibilities, policy oversight, and compliance with best practices in nonprofit governance.

2. Purpose of the Assignment

To engage a qualified consultant to design and deliver a Board Governance Training for ZANAB aimed at:

- Strengthening the capacity of Board members on governance roles and responsibilities
- Enhancing understanding of strategic leadership and oversight
- Promoting accountability, transparency, and effective decision-making
- Aligning Board practices with good governance principles and standards

3. Objectives

The objectives of this assignment are to:

- Build Board members' understanding of governance principles and structures
- Clarify roles and responsibilities between Board and management
- Strengthening skills in strategic planning, oversight, and policy guidance
- Enhance knowledge of financial oversight and risk management
- Promote ethical leadership and accountability
- Improve Board effectiveness and performance

4. Scope of Work

The Consultant will be expected to:

- i. Conduct a needs assessment to identify gaps in Board governance knowledge and practices.
- ii. Develop a tailored training curriculum and materials for Board members.
- iii. Deliver an interactive Board Governance Training workshop covering:
 - Roles and responsibilities of the Board vs Management
 - Principles of good governance (transparency, accountability, participation)
 - Strategic leadership and oversight
 - Financial oversight and fiduciary responsibilities
 - Risk management and compliance
 - Policy development and review
 - Conflict of interest and ethical leadership
- iv. Facilitate practical sessions, case studies, and group discussions.
- v. Provide tools and templates to support Board operations (e.g., meeting procedures, reporting formats).
- vi. Prepare a training report with key outcomes and recommendations.

5. Expected Deliverables

- Inception report with training plan and methodology
- Training curriculum and materials
- Facilitation of Board Governance Training workshop
- Training report including participant feedback and recommendations
- Copies of training materials and tools

6. Duration of the Assignment

The assignment will be conducted over a period of 5–7 days, including preparation, training delivery, and reporting.

7. Consultant Qualifications

The Consultant should possess:

- Advanced degree in Governance, Law, Business Administration, or related field
- Proven experience in Board governance training for NGOs/CSOs
- Strong facilitation and adult learning skills

- Knowledge of nonprofit governance standards and best practices
- Excellent communication and report writing skills

8. Reporting and Supervision

The Consultant will report to the Executive Director of ZANAB and coordinate closely with the management team.

9. Application Process

Interested consultants should submit:

For Individuals:

- Cover letter expressing interest
- Technical and financial proposal
- Updated CV

For Consulting Firms:

- Cover letter expressing interest
- Technical and financial proposal including methodology and work plan
- Team composition and CVs
- Certificate of registration
- TIN certificate

Applications should be sent to email: wasioona@gmail.com

Deadline for submission:

10. Confidentiality

All information obtained during the assignment shall remain confidential and used solely for the purpose of this assignment.