



Women Association for Marginalized Women (WAM) Birendranagar-Surkhet

TERMS OF REFERENCE (ToR)

Organization Management Training for WAM Board Members and Staff

1. Background

Women Association for Marginalized Women (WAM) Surkhet is a respected and impactful local non-governmental organization located in Birendranagar-8, Aawas Cheetra Surkhet. WAM was founded in 2054 (1997) and run by women working towards the dignity, empowerment, and self-reliance of women. It is a non-profitable NGO which works to reduce the gap between men and women on social, economic and cultural aspect for promoting the equitable society. It helps the women to empower themselves conducting the awareness activities related to traditional beliefs, violence against women, gender and social discriminations and social exclusion.

WAM is an organization dedicated to women's rights. It primarily works to promote women's empowerment and social inclusion through various programs and initiatives. Currently, with the support of Oxfam Nepal, WAM is implementing an "Increase Access to Policy Making through Women's Empowerment" project in Karnali Province under the Women's Rights Fund (WRF) as part of Women Empowerment Program. Under the Organizational Development Support component of this project, WAM plans to conduct Organizational Management Training for its Executive Board, general member and staff.

2. Purpose of the Training

The overall purpose of the training is to strengthen WAM institutional governance, management systems, financial sustainability, and program development capacity.

3. Objectives

The training aims to:

- Strengthen understanding of NGO governance and management among the Executive Board, general member and staff
- Clarify roles and responsibilities between Board and Management.
- Build practical skills in resource mobilization and fundraising.
- Improve coordination and stakeholder engagement mechanisms.
- Develop capacity in project proposal/Concept note writing.

4. Scope of the Training

The training will cover the following thematic areas:

A. NGO Governance and Organizational Management

Key Tentative Topics:

- Principles of NGO governance



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Location

Birendranagar-7, Itam, Surkhet



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- Leadership
- Roles and responsibilities of Board and Management
- Accountability, transparency, and compliance
- Risk management and internal control systems

B. Resource Generation and Financial Sustainability

Key Tentative Topics:

- Resource mobilization strategies
- Fundraising planning and diversification of funding sources
- Local resource mobilization

C. Coordination and Partnership Management

Key Tentative Topics:

- Building strategic partnerships (government, Donor Agency, private sector, networks)
- Coordination mechanisms and communication strategies
- Representation and advocacy roles
- Networking and coalition building
- Documentation

D. Project Proposal/Concept Development

Key Tentative Topics:

- Understanding donor priorities in Nepal.
- Increased skills in project proposal and concept development.

5. Training Methodology

The training will use participatory and practical methods, including:

- Interactive presentations
- Case studies
- Group work
- Role-play (board and management team)
- Experience sharing
- Action planning sessions

6. Duration

Duration: 2 days

Indicative structure:

Day 1: NGO Governance and Organizational Management/ Coordination and Partnership Management.



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Day 2: Resource Generation and Financial Sustainability/Project Proposal/Concept Development.

7. Target Participants

- WAM Executive Board Members
- Executive Director, Program Coordinator
- Finance/Admin Staff
- Program Officers
- Key project staff

Estimated participants: 20-30

8. Deliverables

The Consultant/Facilitator shall deliver:

- Detailed training agenda
- Training materials and presentations
- Post-training report with recommendations

9. Expected Outputs

By the end of the training, WAM will have:

- Skills in governance and organizational management of NGOs, coordination, and partnership management will be enhanced.
- Knowledgeable about resource generation and financial sustainability.
- Clarity about the concept of project proposal/concept development.



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