Terms of Reference

Staff Team-Building Facilitator



Togo, Lomé, January 28, 2027

1. Background

Soil Values (SV) is a 10-year program funded by the Netherlands Directorate-General for International Cooperation (DGIS). The goal of the project is to address soil fertility constraints and achieve sustainable management of soil fertility in a way that contributes to ecologically sustainable improvements in food productivity and to increase the resilience of small-scale food producers in the Sahel.

A consortium consisting of the International Fertilizer Development Center (IFDC), the Netherlands Development Organization (SNV), and Wageningen University (WUR) has secured funding from DGIS for the Soil Values program expected to be implemented from 2024 to 2033 in Burkina Faso, Mali, Niger, and Northern Nigeria. This consortium is complemented by five knowledge partners – AGRA, World Agroforestry (ICRAF), International Institute for Tropical Agriculture (IITA), ISRIC – World Soil Information, and International Water Management Institute (IWMI), all of which are recognized leaders in their respective fields.

2. Objective of the assignment

The SV program is planning to conduct team-building activities at the end of its planned staff meeting in January 2027. The purpose of these team-building activities is to enhance the relationship, trust, and collaboration among the staff around a common organizational identity (SV's principles and approach) while exploring the role of each team member in supporting the whole team.

3. Key task

- **Need assessment:**
  The needs assessment phase is a crucial part of the assignment. A thorough needs assessment ensures that the staff meeting is designed to closely match the program's needs. The following summarizes the main elements of the process for needs assessment:
  - Review of background documents: strategy papers, organograms, flow charts, activity reports, background documentation on the program and other relevant documents.
  - Consultative interviews with SV senior management & selected staff from each country (2 per country- 8 interviews).

- **Designing**
  Based on the needs analysis, the consultant should develop detailed team-building activities for one day.

- **Facilitating staff team building:** The consultant will facilitate a one day team building exercise. The team building program should:
    - Energize all staff around the new sense of direction set for SV
    - Boosting team spirit
    - Mainstream the values and guiding principles that will now govern the work of SV.
    - Introduce and understand accountability mechanisms that will ensure success.

4. **Deliverables**

No	Task	Date	Remark
1	Develop need assessment tools	Dec 15, 2026	
2	Conduct the need assessment	Jan 15, 2027	virtually
4	Facilitating team building during the staff retreat	January 28, 2027	In Lome
5	Final report	Feb 5, 2027	

5. **Requirement**
    - The applicant company should be familiar with West Africa and should have at least 5 years of related experience
    - As a company, at least 7 related assignments in facilitating team-building exercises for multi-country programs/organizations
    - The lead trainer should have at least 10 years of experience in facilitating leadership programs, team building & related assignments
    - The lead trainer should be bilingual (English and French)
6. **Application**

    Interested candidates can send the following:
    - Company profile highlighting previously conducted similar assignments
    - Registration license
    - CV of the lead trainer and at least one co-facilitator
    - Detailed cost breakdown:
        - Fee for the lead trainer & co-facilitators (inclusive of the travel day allowances)
        - Cost of items for providing the team-building collaterals (NB: The consultant should include the cost of these materials in the proposal)

    The following will be provided by IFDC directly; hence, they should not be included in the proposal

- Flight ticket to Togo for the lead trainer and the assistants.
- Hotel accommodation and airport pick-up.

How to apply: Interested applicants can share the above by email to tabissi@ifdc.org and csmitherman@ifdc.org with the subject line **“Application to facilitate a staff team building exercise for SV program”**.

Deadline for applications: November 30, 2026; CoB UTC.

SOIL VALUES

MAINSTREAMING SUSTAINABLE SOIL MANAGEMENT IN THE SAHEL



Funded by

Kingdom of the Netherlands

Coalition Partners

IFDC Developing Agriculture from the Ground Up

SNV

WAGENINGEN UNIVERSITY & RESEARCH

AGRA

IITA Transforming African Agriculture

IWMI International Water Management Institute

ISRIC World Soil Information

LANDSCAPE ALLIANCE CIFOR & ICRAF in action