



## **Consultancy: Delivering Effective Presentations Terms of Reference**

### **I. Position**

Aga Khan Foundation Canada (AKFC) is seeking a consultant to deliver a training for AKFC staff on preparing for and delivering effective presentations in September 2021. Self-selected staff have the opportunity to deliver a presentation on a topic of their choice at an annual Learning Summit (September 21-23, 2021), in a series of peer-to-peer learning initiatives that are part of the Summit's World Learning Café. AKFC seeks to offer a training opportunity for those who sign up for a session.

### **II. Aga Khan Foundation Canada**

AKFC is an international development organization and registered charity. AKFC partners with Canadians and communities, businesses, and governments across Africa and Asia to promote inclusive development. Since 1980, AKFC has helped millions of women and men to unlock their own potential to build a better life.

### **III. Purpose**

One of AKFC's core competencies is exceptional communication. This is a skill that staff are often keen to develop. With an upcoming World Learning Café, where staff have an opportunity to present an area of expertise, staff who may not normally feel comfortable with presenting may see this as an opportunity to gain presentation skills training and be able to practice their skills amongst colleagues.

### **IV. Specific Objectives:**

There will be approximately 7 individual or group presenters (approximately a total of 10-12 people). The successful consultant will:

- 1) Develop a training plan
- 2) Deliver training for participants at one time or in separate sessions (to be decided)
- 3) Attend World Learning Café presentations to provide feedback to presenters (if feasible)

### **V. Deliverables and Level of Effort:**

Task	Time Requirement (max. # of days)
Develop training plan	0.5 days
Deliver training at one time or in separate sessions	1 day
Attend participant World Learning Café sessions to provide feedback or hold individual run through sessions with participants to offer feedback before World Learning Cafe	0.5 days
<b>Total</b>	<b>2 days</b>

### **VI. Duration of the activity:**

The assignment is expected to be for a maximum of 2 days in early September.

### **VII. Remuneration and Payment modalities**

Payment is linked to receipt and satisfactory completion of the assignment.

### **VIII. Qualifications:**

The consultant(s) should have:

- Demonstrated experience in delivering effective public speaking training remotely.
- Outstanding interpersonal communications skills in English.

### **IX. How to apply:**

Interested candidates are to submit a letter of interest, outlining their relevant experience and their proposed approach to the assignment, accompanied with a proposed budget to [sofia.jadavji@akdn.org](mailto:sofia.jadavji@akdn.org). A recent CV and/or organizational profile should also be provided.

If there are any questions related to this consultancy, please direct them to [sofia.jadavji@akdn.org](mailto:sofia.jadavji@akdn.org).

### **X. AKFC Policies:**

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees and consultants to review and abide by the [AKFC Gender Equality Policy](#).

AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. All employees and consultants must respect the AKF Code of Conduct and [Safeguarding Policy](#).