



## TERMS OF REFERENCE (TOR)

### **CONSULTANCY FIRM TO DESIGN AND DELIVER LEADERSHIP DEVELOPMENT TRAINING PROGRAMME FOR SCIENTISTS AND MANAGERS FOR *icipe***

#### **1. Background**

The International Centre of Insect Physiology and Ecology (*icipe*) is a leading African research institution dedicated to improving the health and livelihoods of communities through innovative research on insects and arthropods. The Centre's work integrates scientific excellence with development outcomes across Africa and globally.

As a research and development organization, *icipe* employs highly qualified scientists, technical experts, and programme managers who often assume supervisory and leadership responsibilities based primarily on their scientific expertise and research accomplishments. However, many of these individuals have not received formal leadership or management training.

To support organizational effectiveness and strengthen leadership capacity, *icipe* seeks to implement a structured **Leadership Development Programme** tailored to the specific context of a scientific and research-driven environment. The programme should equip participants with practical leadership skills, management tools, and self-awareness required to effectively lead teams, manage projects, foster collaboration, and drive institutional impact.

The programme will target scientists and managers with supervisory or high-level responsibilities and will be delivered through a five-day off-site intensive leadership programme complemented by leadership assessment tools.

*icipe* is therefore inviting proposals from qualified training providers to design and deliver this programme.

#### **2. Objective of the Programme**

The overall objective of the Leadership Development Programme is to:

Strengthen leadership and management capabilities among *icipe's* scientists and managers to enable them to effectively lead teams, manage performance, foster collaboration, and contribute to the strategic objectives of the Centre.

Specifically, the programme should:

- Equip participants with practical leadership skills suited to a research and scientific environment
- Build self-awareness and leadership effectiveness through structured assessment tools
- Strengthen people management and supervisory skills
- Improve communication, collaboration, and influence across multidisciplinary teams
- Support leaders in managing performance, conflict, and accountability
- Develop capabilities in strategic thinking and decision-making
- Foster inclusive leadership and team engagement

### **3. Target Participants**

The programme will target approximately **20–25 participants**, including:

- Senior and mid-level scientists
- Programme managers
- Research team leaders
- Heads of units or departments
- Staff with supervisory responsibilities or high-level managerial roles

### **4. Scope of Work**

The selected provider will be expected to design and deliver a comprehensive leadership programme that includes the following components:

#### **4.1 Programme Design**

The provider shall:

- Design a five-day intensive off-site leadership programme
- Tailor the programme to the context of a scientific research and development organization
- Incorporate interactive and experiential learning methodologies
- Include case studies relevant to research institutions
- Ensure strong emphasis on practical application of leadership tools

**Note – *icipe* will cover the costs of transport and accommodation separately at a venue to be decided and as such this cost should not be factored into the quotation.**

#### **4.2 Leadership Assessment Tools**

The programme must incorporate recognized leadership assessment tools to support participant self-awareness and development.

The provider should:

- Administer the assessments prior to the programme where applicable
- Provide individual feedback and interpretation sessions
- Use results to inform learning during the programme

#### **4.3 Post-Programme Support (Optional but desirable)**

Proposals may include optional follow-up support such as:

- Individual coaching sessions
- Leadership development plans
- Follow-up virtual sessions

#### **5. Expected Deliverables**

The selected provider will be expected to deliver the following:

1. Detailed programme design and curriculum
2. Administration and analysis of leadership assessment tools
3. Five-day off-site leadership programme
4. Training materials and participant workbooks
5. Individual leadership assessment feedback reports
6. Facilitation of the training programme
7. Final report summarizing programme outcomes and recommendations

#### **6. Provider Qualifications**

Interested providers should demonstrate:

- Proven experience delivering leadership development programmes
- Experience working with research institutions, universities, or knowledge-based organizations
- Expertise in leadership assessment tools
- Strong facilitation capabilities
- Experience delivering experiential leadership programmes for senior professionals

#### **7. Proposal Requirements**

Interested providers should submit a proposal that includes:

1. Company profile and relevant experience
2. Proposed programme design and methodology
3. Description of leadership assessment tools to be used
4. Facilitator profiles
5. Proposed programme schedule
6. Financial proposal
7. Examples of similar leadership programmes delivered