



# FOOTBALL ASSOCIATION OF MALAWI

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Raising the Bar

## TERMS OF REFERENCE (TORS) FOR A CONSULTANT TO FACILITATE A TEAM BUILDING RETREAT WORKSHOP FOR FOOTBALL ASSOCIATION OF MALAWI

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### 1. Introduction

Football Association of Malawi (FAM) is a private organization of an associative nature formed in compliance with the laws of the Republic of Malawi and registered with the Malawi National Council of Sports through an Act of Parliament.

It is a member of the Federation Internationale de Football Association (FIFA), Confederation Africaine de Football (CAF) and of Council of Southern African Football Associations (COSAFA). Accordingly, it is itself obliged to respect the statutes, regulations, directives and decisions of FIFA, CAF and of COSAFA and ensure that these are likewise respected by its member associations.

#### 1.1. Organs of FAM

Fam is made up of three organs; nine affiliate bodies who have voting rights, the Executive committee headed by the President and the Secretariat headed by the General Secretary.

#### 1.2. Main Objective of FAM

To administer the Association Football in Malawi

### 2. Consultancy Background

Football Association of Malawi (FAM) has been working on internal staff policies in an effort to improve internal efficiencies and ultimately to become an employer of choice. *The policies include revised staff terms and conditions, introduction of Job grading, and performance management system.* FAM realizes that there is a need for a deliberate effort to improve teamwork in its endeavor to continuously improve on its principal obligation of administering the game of football in Malawi

The association has arranged a three days team building intended at disseminating the developed policies and conducting planning and team building sessions.

FAM believes for the aforementioned to be successful, there is need to engage a consultant who is a specialist in team building and change management.

### 3. Objective of the assignment

The overall purpose of this assignment is to improve staff productivity and performance at the work place by conducting various fun, challenging and engaging activities to strengthen team spirit, trust and collaboration among staff members. The assignment also includes improving staff communication, conflict resolution, team morale and adapting to the organizational changes.

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#### **4. Scope of services**

- 4.1. Firming up and alignment of Key performance Indicators (KPIs) for Directors, Managers and Senior Officers
- 4.2. Lead in identifying bottlenecks and enablers of operational efficiency and
- 4.3. To support the process of disseminating the developed policies during the planning phase through a professional packaging of the changes and the motivation for change.
- 4.4. To facilitate and moderate a team building process that will focus on breaking the silos within the secretariat and improve both horizontal and vertical communication within FAM.
- 4.5. The team building programme should be creatively organized to include sessions aimed at helping the staff to identify the interrelationship between the board, Secretariat, Member Associations and other football stakeholders such as government, clubs and fans.
- 4.6. The consultant is expected to design this process and to assign time frames to it.

#### **5. Participants**

An estimate of 60 Staff from FAM will attend the workshop.

#### **6. Expected outputs**

- 6.1. Preparatory/planning of the team building retreat workshop

A customized training and team building plan clearly articulating the objectives of each of the team building exercises;

- 6.2. Interactive and flexible facilitation tools and material aids prepared prior to the workshop.
- 6.3. Facilitation of the team building retreat workshop
- 6.4. A brief report to the FAM President outlining:
  - 6.4.1. The retreat workshop proceedings and key outcomes;
  - 6.4.2. Recommendations on corporate deliveries to promote communication and team work horizontally and vertically;
  - 6.4.3. Recommendations on the suggested institutional design/operational design that will ensure sustenance of the retreat objectives; and
  - 6.4.4. Feedback on the various aspects of the training from participants

#### **7. Expected outcomes**

- 7.1. A cohesive team that understands individual roles and their links to the overall objectives;
- 7.2. Improved communication between supervisors and their staff, both horizontally and vertically;
- 7.3. Identifying the team's strengths and capacity needs of members and providing appropriate recommendations; and
- 7.4. Meeting the expectations of all staff for the team building exercise.

## **8. Organization's requirements**

- 8.1. Organization should be registered with necessary regulatory bodies;
- 8.2. Minimum of 5 years of consultancy general experience with at least 2 years' experience in similar assignment;
- 8.3. A customized training and team building plan clearly articulating the objectives of the team building exercise. Explain the methodology to be used during the assignment
- 8.4. Clear understanding of the assignment/interpretation of the TORs. Technical capacity of consultants in terms of their qualifications and competencies for the assignment. Please attach detailed CVs.
- 8.5. Work plan clearly indicating the maximum time/duration required for the assignment.

## **9. The Team Leader should possess the following knowledge and skills:**

- 9.1. Holder of a Postgraduate Degree in Organization Development/HR/Psychology/Administration.
- 9.2. Minimum of 3 years' experience in facilitation of team building, knowledge sharing workshops and conducting sustainable team building activities;
- 9.3. Demonstrated knowledge of the operations of sport organizations;
- 9.4. Excellent analytical, writing and communication skills; and
- 9.5. Computer literate and fluent in English – both written and spoken.

## **10. Financial Proposal**

- 10.1. Clear breakdown of the financial proposal including all the chargeable taxes.
- 10.2. Terms of payment
- 10.3. Total quote for the assignment

## **11. Duration**

It is expected that the 3-day team building retreat workshops will be carried out in May, 2022.

## **12. Proposal Submission**

Completed proposals including all the requirements and details specified above should be sent through email to [admin@fam.mw](mailto:admin@fam.mw), Football Association of Malawi Chiwembe, Blantyre **Monday, 25<sup>th</sup> April, 2022**

## **13. Reporting**

The Facilitator will report to the Vice Chairperson of the Finance and Administration Subcommittee and General Secretary of FAM