



## **Terms of reference for providing training services in Advanced Microsoft Excel**

### **Background**

IDI is a Ugandan not-for-profit organisation whose Mission is to strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development. Established within Makerere University, the Institute began life in 2002 and currently provides care and treatment services to over 100,000 people living with HIV in urban and rural settings in Uganda (directly through our large clinic, and in partnership with government and non-government health facilities) which amounts to about 10% of the national effort. IDI also provides extensive prevention services (including medical male circumcision) and is a national referral centre for complicated cases of HIV.

In a bid to achieve its mission IDI is committed to promoting an environment of training, learning and continuous professional development (CPD) for all employees to ensure that all staff have access to learning, development and training opportunities which enable them to be suitably knowledgeable and competent to carry out their roles, and to develop their talents in any ways that fit with the organisation's development to meet its strategic objectives. In line with this mandate, IDI is looking for a competent firm or individual to provide training services for its finance staff in Advanced Microsoft Excel.

### **Overall Purpose/goal of the consultancy**

The overall purpose/goal of the consultancy is to equip the IDI staff (specifically the finance team) with skills in advanced Microsoft Excel skills.

### **Broad Terms of Reference**

- Assess the capacity of the selected staff with regard to their knowledge in the use and application of Microsoft Excel at large
- Design a tailor made training module to address the identified capacity gaps through the advanced Excel training
- Develop a training plan for implementing the planned training
- Conduct training in Advanced Microsoft Excel with the designed training module and training plan

### **Specific Terms of reference;**

The Consultant should design a detailed training program covering among other things;

- New features in Ms Excel
- Fundamental Data analysis
- Work book Analysis
- Macros
- Dashboards

### **Deliverables**

At the end of the training, the Consultant should be able to provide the following



- Participant assessment Report
- A detailed training curriculum clearly indicating areas covered in the training
- A lesson plan and assessment methodology
- A detailed report on the workshop proceedings.

***The Consultancy firm***

In light of the above, the Infectious Diseases Institute is looking for a Competent firm with a proven track record in designing and delivering programs in Ms Advanced Skills training. The firm should submit both its Technical and Financial Proposals clearly highlighting the key processes and key deliverables and CVs of the proposed trainer.

	Name	Date	Signature
Drafted by			
Reviewed by			
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