



VIJAYAVAHINI CHARITABLE FOUNDATION

Supported by **TATA TRUSTS**

Terms of Reference (TOR) - Trainer / Facilitator - Program Documentation & Knowledge Management Workshop

About Vijayavahini Charitable Foundation (VCF)

Vijayavahini Charitable Foundation (VCF) is a not-for-profit organization supported by Tata Trusts. VCF works across a wide range of development themes including agriculture, livelihood promotion, sanitation, nutrition, education, skill development, crafts, and community development.

VCF seeks to strengthen its internal capacities in program documentation, knowledge management, and communication to ensure that program experiences, learnings, outcomes, and impact are effectively captured, organized, and communicated to stakeholders.

Background: As VCF's programs continue to expand across multiple thematic areas and geographies, the need for systematic, high-quality documentation has become increasingly important.

The organization intends to strengthen internal capacities on program documentation across projects and improve systems for capturing, organizing, managing, and communicating program evidence.

The proposed workshop aims to build staff competencies in:

- Documentation
- Program reporting
- Case study development
- Success story writing
- Photography and videography
- Storyboarding and storytelling
- Social media content development (for program officers'/program managers)
- Knowledge management practices

The workshop will also serve as a platform to identify internal talent with strong aptitude for documentation and communication who can be nurtured as documentation champions within the organization.

Assignment Duration and Structure:

The assignment will include:

- A two-day intensive in-person workshop (Grouping will be decided by internal team)
- Participation of a minimum of 30 members per workshop
- Three to four follow-up mentoring/review sessions over a period of three weeks after the workshop. (in-person)
- Submission of final recommendations, templates, and workshop outputs.

The trainer/facilitator should be available for limited post-workshop support to review participant outputs and guide implementation of recommendations.

Participant Profile:

Participants will include personnel working at multiple levels within the organization, including:

- Field Coordinators/Associates
- Project officers
- Program managers
- Thematic leads
- Support and communication staff

Participants may be grouped according to their roles and levels to facilitate contextualized learning and practical application.

Scope of Work:

1. Pre-Workshop Preparation:

The trainer/facilitator will:

- Review existing documentation formats, reports, communication products, and practices.
- Understand organizational documentation gaps, challenges, and expectations through consultations.
- Design a practical and participatory workshop methodology.
- Prepare real-life exercises, scenarios, templates, and simulation activities.
- Recommend an approach for strengthening documentation and knowledge management systems.

2. Workshop Facilitation:

A. Written Documentation:

Strengthen participant skills in:

- Field Visit Reports / BTORs
- Training Reports
- Event Reports
- Meeting Minutes
- Case Studies
- Success Stories
- Human Interest Stories
- Best Practice Documentation

- Donor-oriented Narratives
- Periodical project/program reporting (monthly/quarterly/bi-annual/annual)
- Evidence-based Reporting

B. Visual Documentation:

Build practical skills in:

- Basics of Photography for Development activities/Programs
- Basics of Videography for Documentation
- Capturing High-quality Field Photographs
- Capturing Meaningful Video Content
- Ethical Documentation and Informed Consent
- Framing Stories Visually
- Photo Selection and Caption Writing
- Developing Visual Narratives

C. Storytelling and Social Media Documentation

Facilitate participant understanding of:

- Storyboarding
- Storytelling Techniques
- Converting Field Activities into Gripping Stories
- Social Media Content Development
- Audience-centric Communication
- Communication Products that Balance Evidence and Engagement

D. Practical Simulation Exercises:

The trainer will facilitate experiential learning exercises including:

- Converting field observations into reports
- Developing case studies from raw information
- Preparing success stories from beneficiary interactions
- Developing photo narratives
- Creating storyboards
- Selecting photographs and videos for communication purposes
- Writing captions and communication content

The workshop should prioritize practical application and hands-on learning over lecture-based delivery.

3. Documentation Systems and Knowledge Management Strengthening

The trainer/facilitator will facilitate discussions and provide recommendations to:

- Standardize documentation formats.
- Establish documentation quality standards.
- Improve reporting workflows.
- Develop systems for organizing and storing documentation resources.

- Strengthen internal knowledge management practices.
- Recommend file organization systems and documentation repositories.
- Improve documentation review and approval mechanisms.

4. Development of Documentation Templates

Based on organizational needs identified during the workshop, the trainer will develop and recommend practical templates. All templates should be practical, user-friendly, and adaptable across programs.

5. Identification of Internal Documentation Champions:

During the workshop and follow-up sessions, the trainer will assess participant engagement, aptitude, creativity, writing ability, and interest in documentation.

The trainer will identify 2–3 high-potential internal documentation champions/resource persons who demonstrate strong potential in:

- Written Documentation
- Storytelling
- Visual Documentation
- Content Development
- Coordination and Ownership of Documentation Processes

These individuals may be considered for future mentoring and advanced capacity-building support.

Post-Workshop Deliverables:

The trainer/facilitator will submit:

1. Workshop Report and Recommendations.
2. Summary of Key Learnings and Improvement Areas.
3. Suggested Documentation Framework.
4. Standardized Documentation Templates.
5. Recommendations for Documentation and Knowledge Management Systems.
6. Assessment Note on Identified Documentation Champions.
7. Practical Roadmap for Institutionalizing Documentation Practices.

Expected Outcomes:

By the end of the assignment:

1. Participants demonstrate improved documentation skills.
2. Staff can effectively convert implementation experiences into:
 - Reports
 - Case Studies
 - Success Stories
 - Photo Narratives
 - Social Media Content
3. Standardized documentation formats are developed.
4. Improved understanding of ethical photography and videography.

5. Strengthened documentation and knowledge management systems.
6. Identification of 2–3 documentation champions.
7. A practical roadmap for strengthening organizational documentation is established.

Competencies Required Technical Expertise:

Demonstrated expertise in:

- Program Documentation
- Knowledge Management
- Report Writing
- Development Communication
- Case Study Development
- Storytelling Methodologies
- Photography and Videography
- Social Media Storytelling
- Storyboarding
- Communication for Social Impact

Knowledge of AI-assisted documentation tools, digital content creation platforms, and modern communication practices will be an added advantage.

Facilitation Skills:

- Strong participatory facilitation skills
- Experience conducting experiential workshops
- Ability to coach participants through practical exercises
- Strong communication and mentoring skills

Sector Understanding Experience working within NGO/INGO and development sector environments.

Understanding of programs related to:

- Agriculture
- Livelihoods
- Nutrition
- Education
- Skill Development
- Sanitation
- Community Development

will be an added advantage.

Experience:

- Minimum a 7 years of relevant experience.
- Demonstrated experience facilitating similar assignments.
- Experience with development organizations preferred.

Proposal Submission Requirements

Interested individual consultants, agencies, institutions, or organizations are invited to submit:

Technical Proposal

- Understanding of the assignment
- Proposed approach and methodology
- Workshop design and facilitation plan

Methodology Note

- Training methodology
- Experiential learning approach
- Follow-up mentoring strategy

Sample Documentation Work

Relevant examples such as:

- Reports
- Case Studies
- Success Stories
- Communication Products
- Documentation Frameworks

Financial Proposal

Including:

- Professional fees
- Applicable taxes
- Travel and accommodation costs (if applicable)
- Any other associated expenses

[Application Process](#) Interested candidates, agencies, institutions, or organizations may submit their proposals to:

careers@vijayavahini.org

Subject Line:

Proposal – Trainer/Facilitator for Program Documentation & Knowledge Management Workshop

Only shortlisted applicants will be contacted for further discussions.

VCF reserves the right to accept or reject any proposal without assigning reasons.

