



Terms of Reference (ToR) for Team Building Trainer

Pharo Foundation Staff End-of-Year Retreat – Kibuye

1. Background

Pharo Foundation is committed to fostering a collaborative, motivated, and high-performing workforce. As part of our continuous efforts to strengthen teamwork, communication, and employee well-being, the Foundation will host an end-of-year staff retreat in Kibuye. The retreat aims to celebrate collective achievements, reinforce shared Values values, and enhance team spirit among staff.

To achieve these objectives, Pharo Foundation seeks the services of a professional Team Building Trainer/Facilitator to design and lead engaging, inclusive, and impactful team-building sessions during the retreat.

2. Objectives of the Assignment

The main objectives of the team-building facilitation are to:

- Strengthening interpersonal relationships, collaboration, and trust among staff.
- Improve communication, problem-solving, and teamwork skills.
- Reinforce organizational values and shared purpose.
- Promote relaxation, fun, and reflection after a productive year.
- Motivate staff towards renewed energy and commitment for the year ahead.

3. Scope of Work

The Trainer will be expected to:

1. Pre-Retreat Preparation

- Develop a team-building program tailored to Pharo Foundation's culture and retreat objectives.
- Propose a mix of indoor and outdoor activities that foster collaboration and learning through experience.
- Prepare necessary materials and equipment for the sessions.
- Hold a briefing meeting with the People & Culture team to align on expectations and logistics.

2. During the Retreat

- Facilitate engaging and interactive team-building sessions over the agreed period.
- Integrate activities that promote communication, leadership, problem-solving, and team synergy.
- Ensure inclusivity and active participation of all staff.
- Support reflective discussions that link the activities to workplace collaboration and performance.

3. Post-Retreat



- Provide a short summary report highlighting key outcomes, observations, and recommendations for sustaining team cohesion at work.

4. Expected Deliverables

- A detailed team-building program and activity schedule (submitted prior to the retreat).
- Facilitation of the team-building sessions during the retreat in Kibuye.
- A post-retreat report (2–3 pages) summarizing outcomes, lessons, and recommendations.

5. Duration and Location

- Duration: 1 day during the retreat, plus preparation and reporting time.
- Location: Kibuye, Rwanda.
- Dates: 19th December 2025.

6. Required Qualifications and Experience

- Proven experience (at least 3–5 years) in facilitating corporate or organizational team-building events.
 - Strong understanding of group dynamics, motivation, and adult learning principles.
 - Excellent communication and facilitation skills.
- Experience working with multicultural and School teams is an added advantage.

7. Coordination and Reporting

The Trainer will report to the People & Culture Department, which will oversee the planning and implementation of the retreat. Coordination will be done closely with the retreat organizing committee.

8. Application Requirements

Interested trainers or firms are invited to submit.

- A short technical proposal outlining their approach and sample activities.
- A financial proposal (including facilitation fee, materials, and travel costs).
- At least two references from similar previous assignments.
- Email: rwandaprocurement@pharofoundation.org