

November 2020



CALL FOR EXPRESSION OF INTEREST

Terms of Reference (ToR) For a Consultant to Conduct An Organizational Capacity Assessment (OCA) of ZOA partners Civil Society Organizations / network in Bor Under the Bor Civil Society Support Project.

I. Introduction

Introduction

ZOA has been implementing the Bor Civil Society Support project in Bor Since 2018. This project is supported by the Civil Society Facility (CSF) and seeks to contribute to the capacity development of local organizations in leadership, good stewardship of resources, programme management, and project monitoring for them to be able to play a more independent role in their work of humanitarian and development action. The project also sought to empower CSOs to mobilise communities and groups to engage constructively with authorities and decision makers on their needs and priorities.

Under the project ZOA has been facilitating the capacity development of partner civil society organizations through a series of tailor made trainings, exposures and mentorships to improve their competencies in a range of institutional growth areas identified by the initial OCAs.

Objectives of the Consultancy

This particular consultancy is to therefore conduct an exit Organisational Capacity Assessment exercise (Exit OCA) to document, the level of institutional growth progress made by each of the partner organization, against each individual CSO Capacity building Benchmark indicators for the purpose of measuring institutional growth made from the beginning of the institutional development support until now.

Scope of the OCA Assessment

Some of the Key areas that the consultant would need to focus on during the assessment shall include:

a) internal organisational and management capacity of Partner CSOs

- Assess change in the functioning of organizational governance (CSO policies) and leadership structures of the partner CSO before the ZOA partnership and now after the capacity building facilitation.
- Assess availability and use of internal HR procedures & policies before the ZOA partnership and after the Capacity building facilitation from ZOA.
- Assess changes in staff commitment to organizational principles, values and strategies before and after the capacity building support from ZOA.
- Examine clarity of vision, mission, goals and values and also translated into clear strategies and plans before and after the capacity building.
- Assess decision making and leadership issues within the organization before and after the capacity development.

- Assess changes in logistics & procurement capacities and procedures before the capacity building support for the partner and after the capacity building support.

Accountability of Selected CSOs to Communities and Stakeholders

- Assess Improvements in accountability systems of partner CSOs towards the communities and Stakeholders before and after the capacity building support from ZOA.
- Assess changes in the status of financial systems & procedures and general stewardship of resources before the capacity building support from ZOA and after the support from ZOA.
- Review changes in the internal program development, programming, resource mobilization, and organizational growth potential before and after the capacity building support.

Stronger coalitions of CSOs in Bor leading to more coordination and learning

- Compare coordination of activities with key stakeholder before and after
- Compare clarity in communication of organizational identity (mission, vision, core business) with stakeholders before and after.
- Membership to relevant alliances and networks before and after

Assessment methodology:

The consultant is expected to review literature and information generated during the initial Organizational Capacity Assessment exercise as the benchmark for reviewing progress on each of the capacity gaps identified.

Partner CSOs will be facilitated to self-assess themselves: Beneficiaries of capacity building processes will assess their progress on each of the capacity development areas benchmarked at the initial OCA exercise.

Beneficiaries will be encouraged to highlight specific examples, case studies and experiences of capacity growth as well as lessons learnt from the whole capacity strengthening process of each individual CSO.

These will be triangulated with interviews and highlights from ZOA and other relevant stakeholders for validation. Data will be collected from pre-identified organizations, Participatory processes engaging board members, senior, middle and junior staff will be used during the assessment.

Key deliverables

Prepare and submit to ZOA a detailed inception report highlighting approach to be used in executing the assignment, tools, and instruments to be used during the assessment and a time table outlining what the consultant will do and when.

1. Conduct the assessment following an agreed upon inception report and methodology and timeline
2. Prepare and submit to ZOA a detailed, comprehensive assessment report on each of the six organizations/network highlighting milestones realized for each of the participating, lessons learnt and future capacity building priorities and direction for each of the participating CSO

Lines of Communication



This assignment will be technically supervised by the **project manager** based in Bor

Application requirements

Interested consultants must prepare a financial and technical proposal with a detailed response to the TOR and with a specific focus on addressing the scope of work and methodology to be used. We encourage consultants interested in rendering these services to share: (a) Sample of previous works on Organizational capacity assessment or related work, (b) Initial work plan based on the methodology outlined, and an indication of availability (c) A financial proposal detailing the daily rate expected, all costs and taxes included

Interested consultants should share their company profiles or CVs with 3 relevant references to this task to: **recruitment.southsudan@zoa.ngo** Before **27th November 2020**.

