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| Position: | Partner Capacity Assessment Consultant |
| Responsible To: | Rural Development Program Manager Livelihoods Partnerships Coordinator |
| Location: | Central Equatoria (Juba & Terekeka), Lakes state (Rumbek) |
| Project: | Partnership for Building Resilience and Enhancing Livelihoods Year 2 (BREL) of Conflict Affected Households in South Sudan |
| Provisional Time Frame: | 2 weeks- Including Weekends for data collection and the final Approve Report |
| Tentative Start Dates: | 17 May 2021 to 30 May 2021 |

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1.0 INTRODUCTION:

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response. NPA is implementing the NORAD funded Partnership for Building Resilience and Enhancing Livelihoods (BREL) project. The BREL project has been desired to improve the resilience of the target households to shocks (economic, natural and conflict related) and contribute to livelihoods through improved household's production and increased/diversified income sources. The overarching focus of the initiative is *to implement of series of interventions that promote household/community food security, build the resilience and livelihoods of conflict affected households in South Sudan*. The project is being implemented through a combination of direct implementation and through Implementing Partners (IPs). The IPs consist of locally registered Local Non-Governmental Organisations (LNGOs). Attainment of the project outcomes will hinge on strengthening the capacity of national partners Organizations, smallholder farmers, groups and associations and local actors to provide an enabling environment for target households to engage in improved and more sustainable climate agriculture hence contributing to improved household production and productivity. With this background in mind NPA intends to recruit a consultant to conduct an assessment of the capacity of IPs who are engaged under the BREL project.

2.0 DESCRIPTION OF THE ASSIGNMENT:

NPA is seeking the services of an experienced consultant to conduct a capacity assessment local NGOs who are Implementing Partners (IPs) of the NORAD funded BREL project. The consultant will be expected to conduct a technical, operational and financial capacity of the IPs. The data collection will be conducted over a maximum of 14 days. The results/recommendations of the consultancy will be used to develop a capacity building plan for IPs under the action.

3.0 OBJECTIVES OF THE ASSIGNMENT:

- To conduct a capacity assessment of Implementing partners.

- Conduct in-depth assessment of the capacity of all the partners Organizations and its organs and identify capacity gaps;
- Assess capacity of the partners to ensure accountability through prevention and enforcement, strengthen national integrity of the Partner Organizations and increase public participation and build collaborations; increase mobilisation, access to and use of information, work with the international community.
- Carry out an analysis on the capacity of the IPs to mainstream gender, human rights, and environment and fully apply result-based management principles.
- Assess institutional strategy, business processes, human resource management, information, equipment and communications technology in regard to the programme;
- Assess training needs and requirement of the Implementing Partners staff implementing the programme to access to training opportunities;
- Using the information gathered from the assessments and analysis, propose for capacity development strategy and plan.

5.0 METHODOLOGY:

- The consultant must describe how they will address, deliver the demands of the assignment providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.
- Facilitate the active engagement of all IPs in the capacity assessment and development process.
- Review secondary data as is necessary.
- Adopt a combination of participatory tools and methodologies (e.g. desk research, self assessment, SWOT, stakeholder interview with key stakeholders)
- Coordinate and work closely with the partners so as collect as much of the required information as is possible.

6.0 TIMEFRAME

The consultancy will be conducted over a 2-week period.

7.0 DELIVERABLES

The following deliverables are expected.

- Inception Report
- Partner capacity assessment report
- Capacity development strategy
- Action plan prioritizing capacity areas for development



of the evaluation. The inception report will include the assessment design, methodology, questions, data sources and collection analysis tool for each data source and the measure by which each question will be evaluated. The report will include the scope of work, work plan, time frame, analysis, 3-5 days after starting the assignment.

- b. Draft Assessment report-** The Consultancy Firm will prepare a draft assessment Report, in the appropriate format. The draft report will be submitted to NPA key stakeholders for review and comments. NPA will then call for a validation meeting, which will consolidate and provide the same to the consultant within 05 working days after submission of the Draft Report.
- c. Final Assessment report:** The final report which includes the capacity gaps analysis, capacity development strategy and the action plan prioritizing areas of collaboration, will be submitted to NPA.

8.0 DUTY STATION: The duty station of the work is Juba. However, the company may be required to travel to project sites outside Juba where the partner organizations are based.

9.0 QUALIFICATIONS:

Qualified Firm/Contractors are expected to:

- Be a reputable organization/ group/ team with a minimum of ten years of proven track record in producing high quality analytical research/ assessment and consulting experience in organizational capacity assessment, organizational development, Training and Capacity development, social sciences, governance, human rights, peace building and justice.
- Advanced university degree (Masters) in the field of law, Social Sciences, Human Resource Management, Business Administration, Political science and Public Administration
- Demonstrated managerial competence and experience in organizing, leading and coordinating multi-cultural technical assistance teams at the international level;
- Strong substantive experience in at least one practice area of Capacity assessment, research and other assessments

Additional requirements;

- Extensive working experience in Africa;
- Experience working with other NGO's in similar areas and familiar with programming requirements is an advantage
- Excellent oral, written, communication and reporting skills
- The team member/ members must have background in social sciences and management with extensive experience and knowledge in conducting institutional capacity assessment, strategic management, organization development and audit;
- Have extensive experience in assessing capacity gaps preferably in the Region.



- previous experience in this kind of work
- Understanding of TOR and the task to be accomplished
- Proposed methodology
- Draft work/implementation plan
- A written submission on understanding of TOR, methodology / approach the consultant will use; time and time-bound activity schedule, financial issues (budget, number of people he/she will hire, costs per activity line – people, logistics etc.)
- Organizational (if it is a company applying) or personal capacity statement (if it is an individual that will hire data collectors)
- Resume and 3 references

The evaluation criteria are based on technical and financial criteria:

- Relevant knowledge in Organizational Capacity Assessment
- Known reliability in delivery of timely and quality services
- Relevant field/ country experience
- Relevant sector specific technical experience & qualifications
- Relevant monitoring and evaluation experience
- Cost/ budget

SUBMISSION:

NPA is inviting Proposals from Firms or Consultants for partners Capacity assessment for all the implementation Partners and activities as specified in this Terms of Reference. The proposal must include both the technical proposal and the financial proposal:

Interested applicants should submit application by email to rss-tenders@npaid.org

Or hand delivery to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba, or to NPA Rumbek, Yirol and Bor Field Offices.

Applications submitted after 5:00PM on Tuesday 11th May, 2021, will not be considered.

Note: For the purpose of urgency, applicant will be reviewed on daily basis and NPA reserves the right to terminate this advert before the stated deadline.

Due to travel restrictions linked to the COVID-19 pandemic, preference will be given to consultants who are in country and can start the assignment as soon as is possible.

