**LOCAL RESPONSE POOL FUND**

Republic of South Sudan

**TERMS OF REFERENCE FOR CAPACITY GAP ASSESSMENT**

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| **Title of the Project** | **Local Response Pool Fund – South Sudan (LRPF-SS) – Pilot Project** |
| **Area of intervention** | **South Sudan** |
| **Project Reference Number** | **001/ DAN/Oct/ 2021** |
| **Length of Project (Months)** | **4 months** |
| **Proposed Start date of the Capacity Assessment** | **September 2021** |
| **Proposed End date of the Capacity Assessment** | **December 2021** |

# About LFPR South Sudan

Over the recent years, there has been a general drive among the humanitarian actors and the donor community towards the grand bargain priorities focusing on quality of funding that allows effective and efficient response.

The drive has furthermore paid attention to strengthening the leadership and the delivery capacity of local responders and participation of the affected communities in addressing their humanitarian needs. In South Sudan, as part of the grand bargain commitments, steps in form of different initiatives are being undertaken towards promoting localization through better engagement of local and national actors in all phases of humanitarian action, including greater support for locally-led action.

Though most of the initiatives are focused on building the capacities of local actors to directly access grants from donors’, policies, enterprise risk management and effective grants management still limits the access the direct access of local CSO’s to donors.

Local Response Pooled Fund (LRPF) South Sudan is a pilot funding modality established in September 2021 with an objective of ensuring that local and national actors often considered as ‘too high risk to be funded’ have access to funds for rapid humanitarian response actions to reach the ‘last mile’ affected and often neglected households and communities.

This fully locally led and locally managed funding modality is not only envisioned to put the affected communities at the center of the response but also optimize on the strengths, the capabilities and the opportunities of the local and the national actors as key and integral humanitarian responders.

Currently, the pilot LRFP South Sudan is supported by DANIDA through Save the Children Denmark and Save the Children South Sudan, overseen by a steering committee lead by the NGO Forum, run by an in-county funds secretariat, and facilitated by a national NGO (Centre for Emergency and Development Support – CEDS)

# About the organizational capacity assessment

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* 1. Organizational capacity” refers to the potential of organizations system to be productive and effective. Organizations can realize this potential by developing their human and organizational assets and using them to successfully implement effective policies, programs, and practices.
  2. To objectively identify the organizational capacities, organizational capacity assessments are carried out to identify the organizational strengths, gaps as well as opportunities for capacity building for the organizations.
  3. The Organizational Capacity Assessment (OCA) is a structured tool for a facilitated self-assessment of an organization's capacity followed by action planning for capacity improvements. The self-assessment approach increases ownership of the action plan.
  4. Though local and national organizations in South Sudan undergo through different OCA before partnering with different other organizations (mainly international organizations) or as part of funding processes by different donors, the South Sudan NGO forum has facilitated development of a ‘cut across’ OCA tool and a comprehensive OCA for both national and local actors as part of the NGO forum membership process.
  5. Practical and hands on organizational capacity strengthening of both local and national organizations is one of the key ambitions of the LRPF. Cognizant of the effort that has been made on OCA for different organization currently focused on by LRPF, we intend to build on this wealth of information to not only consolidate a comprehensive organizational capacity base but also formulate a hand-on, context appropriate and practical capacity strengthening of the organizations targeted by LRPF.
  6. For this organizational capacity assessment, the South Sudan NGO forum capacity assessment records will form the basis and foundation on which the assessment will be built. The assessment will mainly focus on the reported self-assessment, organizations opinions on capacities and the actual practice on different components of the organization’s abilities.
  7. LFPR is seeking the services of a consultant to facilitate the capacity assessment of the LRPF participating organizations as per the guidelines and information below.

# Objectives

* 1. The main objective of this capacity assessment is to accurately identify and report on the organizational capacities of the organizations targeted by LRFP -SS based on the SSD NGO forums OCA guidelines against organization opinions and practice of the same.
  2. The specific objectives of this capacity assessment will be as follows;
     1. Utilize the already existing OCA information about the LRPF targeted organizations for organizations scaled capacities ranking.
     2. Facilitate the identification of organizations opinions on the different aspects of the organization’s capacities
     3. Facilitate verification of LRFP organizations capacities against the reported organizations capacities and the opinions on capacities.
     4. Formulate capacity building plan tailored to the different levels of capacity identified among the LRPF participating organizations.

# Methodology

* 1. This capacity assessment is expected to be carried out in December 2021 for a period of 30 calendar days.
  2. The capacity assessment is expected to cover All the 198 LRPF partner organizations through different avenues during the assessment period.
  3. A participatory process involving key stakeholders including the NGO forum, the international NGO’s, national and local actors, government official among others will be employed
  4. It is envisioned that a combination of literature reviews, secondary data, primary data and physical verifications of provided information will be employed for this assessment.
  5. The consultant is expected to take into consideration the NGO forum OCA tool as the foundational root for this assessment and should be used to guide the development of other thematic data gathering or analysis tools and templates.

# Expected outputs

* 1. The following are expected outputs from this proposed LRPF partners capacity assessment;
     1. Comprehensive inception mission report, detailing the agreed expectations from the exercise.
     2. Raw data from the organizational capacity opinions as well as organizational capacity assessment verifications
     3. Thematic ranked analysis of the secondary OCA data (from NGO forum as well as other organizations) as other assessments available.
     4. Detailed capacity assessment report outlining the result of the assessment, lessons learn, practical and actionable capacity strengthening activities.

# Roles and Responsibilities

# The consultant will carry out the following duties;

# Develop a detailed technical proposal and budget for the proposed consultancy activity

# Organize, facilitate and report on the inception mission including timed deliverables

# Facilitate formulation of the consultancy methodology, data collection and analysis instruments and actual information and data collection.

# Undertake information and data synthesis and analysis and report writing

# Facilitate the capacity assessment outcomes dissemination.

* 1. **Save the children** – SCI will provide technical guidance and backstopping to the consultant and CEDS during this process. Save the children will as well provide linkages with the NGO forum and other INGO’s to provide secondary information, literature as well as organize for interviews where necessary.
  2. **The LRPF Funds steering committee and the funds secretariat** will provide the overall supervision and day to day guidance to the consultant during this process. The Committee and the secretarial will also support in providing support in organizing for meetings and interviews where necessary.
  3. **CEDS** Will provide necessary logistical support to the consultant during this process. CEDS will lease with SCI to ensure that all the air and ground movements as well as hospitality arrangements for the assessment team is efficiently facilitated. CEDS will provide data gathering technical backstopping to the consultant ensuring that the data collection platforms and raw data and information collected is properly managed.
  4. Indicative Plan/Time frame

It is expected that the whole task should be finished within four weeks from the starting date. The tentative duration of the assignment is **30 calendar days starting on 23rd December 2021 to 30 January 2022.** Applicant is expected to propose a schedule and the actual implementation plan should be discussed and greed by both parties.

* 1. Expected Deliverables/reporting
     1. Comprehensive inception mission report, detailing the agreed expectations from the exercise.
     2. Raw data from the organizational capacity opinions as well as organizational capacity assessment verifications
     3. Thematic ranked analysis of the secondary OCA data (from NGO forum as well as other organizations) as other assessments available.
     4. Detailed capacity assessment report outlining the result of the assessment, lessons learnt, practical and actionable capacity strengthening activities for the different scales.
  2. Consultant’s Profile:
     1. A Degree or higher qualification preferably in project management or any other relevant fields.
     2. Knowledge and experience in operations audit and organizational capacity building is a must.
     3. At least 10 years’ experience undertaking similar assignments under humanitarian and development frameworks.
     4. Proven understanding and use of participatory methodologies in data collection and analysis.
     5. Strong analytical and writing skills to clearly present findings, practical conclusions and recommendations.
     6. Sufficient Knowledge of South Sudan operational context is required.
     7. Ability to deliver on the tasks within tight deadlines.
     8. Mastery of written and spoken English is required.
     9. Knowledge of South Sudan Arabic is an added advantage.
  3. Expression of Interest

Any person/firm interested in undertaking this task should send an expression of interest comprising:

1. Technical proposal; The technical proposal should briefly and clearly describe the following aspects; Understanding of the task, Technical aspect of the proposal, Methodology, names and curriculum vitae (CV as an annex) of person(s) to do the work and with contact details of the bidder.
2. Financial proposal: The financial proposal/budget of the task should be broken down in details. All cost should be presented in USD.

NB: The length of the proposal (technical +Financial) should not exceed 7 pages including Cover Page. For consistency, it is recommended to use ***Times New Roman font, size 10***

* 1. Confidentiality:

All the outputs –Reports, data base, etc. produced by this assignment will not be disseminated in part or whole without written authority from CEDS and LRPF Secretariat.

* 1. How to apply:

Interested consultant/firms should submit both technical and financial proposals by Wednesday, December 15th, 2021, addressed to CEDS, by e-mail to:[**hr@cedss.org**](mailto:hr@cedss.org)**, cp.manager@cedss.org and** [**manager.lrpf@gmail.com**](mailto:manager.lrpf@gmail.com)with ‘**LRPF Final Evaluation**” as the subject.