

TERMS OF REFERENCE (TOR) FOR A CONSULTANT TO UNDERTAKE ORGANIZATIONAL CAPACITY BUILDING OF SHABAB LE SHABAB HEALTH ALLIANCE NETWORKS

4TH, JUNE 2021, 2:00 PM | OPEN CALLS

1. Introduction

IHO is looking to engage a consultant to conduct undertake organizational capacity building of shabab le shabab health alliance networks. Objective of organizational capacity building of is to strengthen capacities of the shabab le shabab health alliance networks to become more sustainable. The process will involve to undertake organizational capacity assessment of Shabab Le Shabab Health Alliance networks and developed organization specific capacity development plan and undertake 3-day capacity building training of Board members of Shabab Le Shabab Health Alliance

Impact Health Organization a national NGO has been delivering both humanitarian and development programmes in South Sudan since 2013. IHO South Sudan is implementing projects in four main programming areas: Health, Nutrition and water, sanitation and hygiene (WASH).

2. Background

The intended capacity building is part of the 2021 IHO-UNFPA work plan that seeks to meet the Third Government of South Sudan/UNFPA Country Programme (2019-2021) by Increasing Access to Youth Friendly SRH and COVID-19 Information and Services through the Global Fund.

3. Purpose and Coverage

The goal of capacities of to strengthen capacities of the shabab le shabab health alliance networks by undertaking organisation assessment including identify gaps in human resource and undertake training of Board Members.

4. Methodology and scope of work

Under this section, we expect the consultant to identify and proposed methods for effectively implementing capacity Building. Also, under the supervision and in close co-operation with the IHO project team, the expert will implement the following tasks:

- Undertake organizational capacity assessment of Shabab Le Shabab Health Alliance networks and developed organization specific capacity development plan
- Undertake 3-day capacity building training of Board members of Shabab Le Shabab Health Alliance.

5. Consultant deliverables

The following will be the expected deliverables of the consultancy:

- Work plan for providing capacity building including strategy and proposed methodologies, as well as quality assurance plan;
- Develop Capacity assessment tool
- Provide Capacity assessment report
- Developed organization specific capacity development plan
- Provide a training report for the Board Members
- Submit final report on the implementation of the tasks after finishing the capacity Building.

6. Duration and time frame

The consultation shall be expected to be completed within 10 working days.

7. Consultancy Competencies, Experience and Skill Requirements:

- Qualifications and required competencies for the consultant
- Relevant academic background in NGO Management, business management, social development or any related field;
- Knowledge and experience in monitoring and evaluation and evidence with a certificate in this respect is an added advantage;
- Demonstrated experience in carrying out similar assignments
- Extensive work experience and proven record in Capacity development, advocacy, Organizational/institutional developments and strategic management;
- Strong analytical and excellent writing and reporting skills;
- Familiarity with NGO context;
- Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.
- Extensive knowledge of civil society sector in South Sudan;

8. EVALUATION CRITERIA

This application is open to consultants who are specialized in capacity building for NGOs. The selected contractor will be responsible for designing and executing all the activities described in this TOR in collaboration.

The selection process of the consultant will be based on the set of criteria developed by IHO Evaluation Committee to evaluate the proposals. The Evaluation Committee will evaluate the proposals by using the combined scoring method. Technical proposal will be evaluated on 60%; whereas financial proposals will be evaluated on 40%. The short listed bidding consultant or firm may be asked for a formal presentation prior to the final selection.

9. COMPLIANCE

During the compliance review, the Facilitator will be assessed if he/she has submitted all the following requirements:

- CV with at least three key referees.
- Detailed Technical proposal.
- Detailed financial proposal
- Evidence of the previous experience in the same work.

10. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

IHO shall award the contract to the person that obtains the highest combined score for the Technical and Financial evaluation.

11. INFORMATION ON APPLICATIONS

All interested persons should submit a technical proposal detailing their understanding of the assignment, methodology proposed, time frame, qualifications, and list of similar assignments conducted. In addition, the person should submit a financial proposal. Further, the person is required to submit the following documents/information demonstrating their suitability for the assignment: (a) up-to-date Curricula Vitae (CV), including past experience in similar projects and at least three references. All these documents should be delivered in hard copy in a sealed envelope, to IHO reception World Wide Movers Building Hai Malakal Juba, not later than 12th June 2021 at 17:00 hours or submit via email jobs@ihosavinglives.org, cc david@ihosavinglives.org and hrm@ihosavinglives.org

12. Final report

This section outlines expectations in terms of final reporting, after the consultancy up to 8 pages' report for the finalized capacity building.

The Final report will document the context in which the consultancy took place. The deadline for sending the report is **5 days** after completion. Approval of the final report by the Contracting Authority will be the basis for issuing the final payment as indicated in the Special Conditions.

13. Conditions

The Consultant shall be persons of high integrity and competence in application of the task at hand for the period required.