

**TERMS OF REFERENCE (National Consultant) FOR CONDUCTING CAPACITY NEEDS ASSESSMENT OF CSOs**

**(***NASOSS, SSNeP+, NEPWU AND Consortium of AGYW led organizations***)**

**Duration of Assignment: 45 days**

# RATIONALE OF THE CAPACITY ASSESSMENT NEED

Ministry of Health, UNDP, UNAIDS, Amref Health Africa and key partners acknowledge Civil Society Organisation or AIDS Service Organisations (ASOs) as the heart of, and essential to long-term, country-owned integrated health service delivery in prevention, response and control of epidemics. With the current fragile context of South Sudan, the role of civil society organisations in supporting a strong community response that ensures continuity of services in humanitarian crisis and displacement situations as well as in sustaining the gains in the HIV response is even more critical. Moreover, CSOs involvement would strengthen community mobilisation activities for HIV prevention, testing and care and treatment including increased uptake of ART services.

While ASOs engagement in the national HIV response has been on-going since the beginning, their programme capacity, coordination, collaboration, and advocacy role as well as engagement in funding mechanisms are limited. These limitations have been highlighted at different national stakeholder forums. Key recommendations from the Global Fund (2016 – 2019 and 2020 – 2022 SSD Funding Requests respectively) consultations process among CSOs included ASOs mapping, capacity needs assessments and establishment of ASOs coordination mechanisms. In addition, UNAIDS Country Office was requested by ASOs and PEPFAR (COP 2020 country reviews and consultations) for support in strengthening ASOs’ engagement role in the HIV response as well as help them prepare for subsequent rounds of PEPFAR and GFATM resource mobilization processes.

Some efforts have been made so far to ensure meaningful participation of ASOs in the National AIDS response. In 2017, UNAIDS together with members of the NGO Forum and other stakeholders in the national HIV response supported ASOs in community health to establish the Network of AIDS Service Organisations in South Sudan (NASOSS) as a coordination mechanism for ASOs in the HIV and TB response in South Sudan.

For the reasons above, MOH in collaboration with UNDP requested Amref Health Africa to support capacity assessment and development of capacity building framework that will support them to undertake a rigorous process to optimize the capacities of NASOSS, SSNeP+, NEPWU and other youth and AGYW-led ASOs in the country. CSOs will be selected based on the activities they are currently coordinating, implementing or representing PLHIV, young people, youth and GBV interventions.

# Methodology

**It is envisaged that this assessment will be organized as follows;**

1. The assessment will be conducted under the leadership of Amref Health Africa with support from UNDP/GF team and SSAC.
2. An assessment taskforce will be established consisting of at least seven (7) members, from key stakeholders and ASOs to guide the assessment process.
3. The taskforce will provide overall oversight and guidance for the assessment, review and approve the methodology and final report.
4. Two consultants (one international/lead and a national) will be recruited to conduct the assessment.
5. National consultant to be responsible for gathering all relevant information and support the logistics arrangement for the assessment, validation meetings and report writing in coordination with Amref Health Africa,
6. International consultant will lead development of tools, facilitate online consultations (KII, FGDs and literature review) gather information, and lead the report writing.
7. The international consultant will also provide mentorship and capacity building of the national consultant for future engagement.
8. The consultants will work closely with the assessment taskforce to organize meetings to; review the inception report, findings from the assessment, draft costed capacity development plan and validate the report and the plan.
9. The International consultant will work with the country assessment taskforce to complete the assignment, produce the final report and ensure skill transfer to the national consultant to facilitate future assessments

# Goal and Objectives

The ultimate goal of the assessment is to optimize the capacities of CSOs and ASO (NASOSS, SSNeP+, NEPWU, SSPI, YPSS and NWERO) to sustainably and meaningfully contribute towards the national HIV response and ultimately to ending AIDS by 2030 in South Sudan.

**Specific Objectives:**

1. To carry out organizational capacity assessment for all ASOs in South Sudan by End of the Assignment.
2. To develop a costed capacity development plan for ASOs by End of the Assignment.

**Deliverable:**

Assessment tools developed.

Reports of assessments (using the tools) in the ASOs of their Staff capacities, structures, systems and processes to determine what the gaps are for better:

Governance, Leadership and Strategic Management,

* 1. Resource Mobilization,
  2. Program Management,
  3. Financial Management and
  4. Human Resources Management and Administration.

1. A costed capacity development plan, validated by the assessment taskforce.

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# Scope of Work

1. National consultant to be responsible for gathering all relevant information and rely the gathered information to International consultant.
2. Support arrangement for the assessment selected CSOs
3. Work closely with the International consultant and assessment taskforce to organize meetings to; review the inception report, findings from the assessment, draft costed capacity development plan and validate the report and the plan.
4. Works with the International consultant and country assessment taskforce to complete the assignment, produce the final report.
5. Commits to learn and acquire skill from international consultant in order to facilitate future assessments.
6. Work alongside international consultant to assess internal elements of the organization, including governance, leadership and strategic management, resource mobilization, program management. Financial management, human resources management and administration.

# 5. Results of the Assessment

1. The International consultant designs and delivers assessment report by working together with national consultant, assessment taskforce and Amref Health Africa
2. Costed capacity development plan developed and validated.
3. National consultant mentored and capacitated accordingly.

# 6. Overall Approach

1. The assignment and recommendation should be approached in such a way as to facilitate ownership and drive of the capacity development plan so that results are sustained. It should be participatory and consultative.
2. Self-assessment and consultative methodologies should be incorporated into the assignment not only to improve the range of information collected but also to improve ownership and drive of the development plan
3. Reduce fear of internal restructuring or loss of power

# 7. Roles and Responsibilities

National Consultant will be required to work with International consultant to meet below roles and responsibilities;

* 1. Submit work and time table for the assignment- including clearly stated reporting deadlines for the various stages of the assignment
  2. Timely request for documents and needed logistical support
  3. Timely notification for workshops/group discussions and required participants
  4. Meets agreed deadlines and deliverables

# 8. Required Competencies and experience

1. Advance degree and 4+ years of consultancy experience in organizational capacity assessment.
2. Relevant experience in governance, leadership and strategic management, resource mobilization, program management. Financial management, human resources management and administration.
3. Organizational development
4. Leadership and Change management
5. Evidence based decision making
6. Knowledge and experience in Monitoring and Evaluation
7. Familiarity with methods and tools for participatory self-assessment
8. Skills in communication, facilitation and reporting

9. **Duration and Timing of the Assessment**- This is estimated at 45 days, to include but not limited to the following:

1. Desk review
2. Inception report presentation
3. Data collection and analysis- focus groups, literature review etc.
4. Draft of consolidated report
5. Validation workshop
6. Preparation of final report
7. Presentation of final report and facilitation of workshop to develop costed capacity development plan.

# 10. Application Guidelines and Selection Criteria

Interested applicants should submit a detailed technical proposal which should include the following components:

1. Demonstrate competence and qualification to meet stated objectives of the capacity need assessment and capacity development plan
2. Approach to successfully deliver on stated objectives of the exercise.
3. Proposed methodology and examples of their application.

Applicants should address the technical proposal to Amref Health Africa via [Jobs.SouthSudan@amref.org](mailto:Jobs.SouthSudan@amref.org)

The deadline for application and submission of technical proposal is **February 10, 2023.**