**Shejeh Salam Activity**

**SCOPE OF WORK**

**TITLE:**  Organizational Capacity Assessment Consultant

**DURATION OF CONTRACT**: 15 - 20 Days

**LOCATION**: Juba, South Sudan, with field travel to Wau and Budi

**SUPERVISOR:** Peacebuilding and Trauma Awareness Advisor

**Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair, and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam primarily programs in Unity, Western Bahr El Ghazal, Upper Nile, Greater Jonglei, Eastern Equatoria, and Juba, although geographic focus may shift.

**Position Summary:**

This position is open to individual consultants, or companies. The Organizational Capacity Assessment Consultant is responsible for carrying out institutional assessment of three of Shejeh Salam national partner organizations. The consultant will be expected to conduct a specific assessment of key organizational areas highlighted below. The outcome of the assessment will be a report for each assessed organization that highlights clear capacity gaps and recommendations for effectively addressing the identified gaps and improving the capacity in the assessed areas. The consultant will report directly to the Peacebuilding and Trauma Awareness Advisor.

**Key organizational areas of assessment**

The key areas to be reviewed include, but are not limited to the following:

* Organizational structure – Governance, management duties, vision
* Financial management and internal controls
* Human Resources - Hiring practices, salary scale, per diem policy, diversity & inclusion considerations, etc.
* Procurement – systems, policies, procedures, and practices
* Operations and Logistics – systems, policies, procedures, and practices
* Program management and sustainability - proposal development, reporting skills, income generation, how to run a business, asset management.

**Duties and Responsibilities:**

* The consultant will be responsible for the design, delivery, and completion of phase 1 of Shejeh Salam’s capacity building strategy, which is, to conduct institutional assessments of three organizations. The organizations are in Budi, Juba and Wau, and employ between 5 and 15 staff.
* Utilize a comprehensive assessment tool (Whether existing open source/proprietary tool or a unique project specific assessment) for the assessment of partner organizations
* Spend time physically with the organizations' teams, conducting meetings, attending activities where feasible, and reviewing policies and practices, as part of the assessment.

**Deliverables**

This consultancy will be on deliverables basis. Below is the list of the key deliverables:

1. Develop/modify an assessment tool to be used for the purpose of this assignment. The tool must adequately address all the key areas of an organizational capacity assessment listed above
2. Develop an assessment workplan and timeframe for the deliverables
3. Keep record of the assessment interviews, activities and meetings, including attendance sheets where applicable.
4. Conduct weekly check-in meetings with Shejeh Salam Senior Management Team (SMT), to provide update of progress, and/or discuss/address any emerging issues.
5. Conduct a validation meeting with Shejeh Salam SMT, to discuss key preliminary findings of each organization’s assessment.
6. Submit a high-quality assessment report of each respective organization (s), clearly highlighting current capacity status, specific gaps, and practical actions to address the capacity gaps identified.

**Education and certifications:**

* Advanced university degree in a relevant field
* Any certificates or training in organizational development will be a plus.

**Key Position Competencies and Experience:**

* At least five years substantial experience in Organizational Capacity development in South Sudan or the East African region.
* Demonstrated experience in conducting assessments of organizational systems, policies, procedures, and practices.
* Strong analytical skills, and ability to generate practical solutions for institutional capacity enhancement.
* Ability and willingness to travel to field locations where the partners implement activities, specifically Budi, Juba and Wau.
* Strong written and verbal English language and communication skills.
* Demonstrated knowledge of the operational environment of NGOs in South Sudan or the region.
* Knowledge and experience in USAID’s organizational capacity tools and approaches.

**DT Global Core Competencies:**

* **Teamwork:**Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
* **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
* **Adaptability:**Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
* **Customer/Client Focused:**Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
* **Diversity & Inclusion:**Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
* **Professionalism:**Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

**Application Process:**

To apply, send your CV, (or at least two CVs and company profile, for the case of a company), a two-page proposal for the activity, a list of previous similar work, durations and references, and your financial offer for this assignment, and a list of equipment or software that you will need to be provided for this assignment. Include this as a single document and send to [shejehsalam-administration@dt-global.com](mailto:shejehsalam-administration@dt-global.com). Please apply electronically, DT Global will not be accepting paper copies at this time. Only shortlisted applicants will be contacted. Applications and CVs will be assessed on rolling basis, until Tuesday, July 7, 2022, at 1600hrs CAT.

*DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.*