



TERMS OF REFERENCE

CONSULTANCY FOR MAPPING CAPACITY STRENGTHENING TOOLS

Organization	NEAR - Network for Empowered Aid Response www.near.ngo (Hosted by Adeso – African Development Solutions, www.adesoafrica.org)
Type of Contract	Consultant: Mapping Capacity Strengthening Tools
Reporting to	NEAR Program Manager
Working with	NEAR Program Manager
Duty station	TBD
Duration	Maximum of 45 days
Starting date	Immediately

ABOUT NEAR NETWORK

Adeso together with other local and national NGOs from the global south have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The creation of this network stems from a desire by local and national NGOs from the global south to find practical solutions to the challenges they face in the current humanitarian system.

The objective of the network is to provide a forum where local and national NGOs can influence the policies and practices of humanitarian and development systems that affect their operations and the well-being of the communities in which they live and work, and to improve the effectiveness of the global humanitarian system through strengthening local and national organizations.

The international community has developed a wealth of tools to assist NGOs in improving their operational capacities in financial management, human resources, leadership and governance, and advocacy and communications, as well as other technical areas. While most of these resources are freely available for anyone's use, there has been no overall assessment of their quality or relevance to Southern nongovernmental organizations (SNGOs) neither is there a central repository for their management, resulting in a flood of information so overwhelming it can be paralyzing.

To assist SNGOs in identifying the most pertinent and well-developed tools and their availability for use, NEAR will map capacity-strengthening methodologies, tools, and services available at the global level, in Africa, Asia, and the Middle East, and in DRC, South Sudan, Somalia, Nepal, and Turkey.

Without a comprehensive survey of existing tools and curation and management of the best available resources, SNGOs are left to wade through this flood of information on their own. NEAR will address these challenges by mapping and evaluating the current collection of capacity building tools. For this purpose, NEAR will recruit a consultant to conduct a mapping exercise of existing capacity building tools and services in our target regions and review existing standards. The mapping will provide us with better understanding of existing capacity building methods and the tools available to support a successful implementation of NEAR's capacity strengthening objectives.



OBJECTIVE

- The consultant will conduct a comprehensive review of the available institutional /organizational capacity strengthening tools at the global level, in Africa, Asia and Middle East, and in South Sudan, Somalia, Nepal and Turkey.
- S/he will ensure the production of a comprehensive, coherent and well developed map of resources available by reviewing the best and most relevant tools for various capacity-strengthening needs.
- S/he will ensure that this stock taking is readily available for network members' use, whether as part of a network-sponsored capacity-strengthening activity, or self-guided exercise, that will provide the Network's members with a clear understanding of the existing capacity building methods and tools available to support implementation of NEAR Capacity Strengthening Project.
- The tools will be assessed for their utility, appropriateness, functionality, and constrains in relation to the needs of NEAR members. This mapping exercise will serve to enhance members' understanding of existing capacity building methods and evaluate the strengths and limitations of current approaches to capacity measurement as well as actual capacity building initiatives.

SCOPE OF WORK:

1. **Develop methodology** for the mapping exercise.
2. **Map and assess existing capacity-strengthening methodologies, tools and services** at global, regional and country levels that are designed to assess organizational capacity. These resources will be used by the Capacity and Training Team in the project's capacity-strengthening activities and also made available to a wider audience through the network website.
3. **Conduct the mapping exercises via:** telephone interviews; online surveys; desk reviews of tools available at the national level in each target country. The feedback gathered during this process will influence the tools selected for the learning platform that is being developed by NEAR.
4. **Review and identify tools** that are designed to assess organizational capacity and best practices in key operational areas including governance, programming, humanitarian standards, accountability and transparency, donor compliance, human resource management, financing and procurement.
5. **Create an inventory** and evaluation of the tools which are appropriate and adaptable to local contexts.
6. **The consultant will create a report** of the findings and present them to the Network and the Leadership Council to identify the appropriate capacity strengthening tools proven as best practices and that are suitable for adoption and use by NEAR.

SKILLS AND QUALIFICATIONS

- Specialized expertise, knowledge and experience in organizational capacity assessments and available capacity building tools
- Demonstrated experience in research methods and organizational development
- Experience in working with local organizations in capacity building and particularly with those involved in emergency preparedness and response
- Familiarity in using frameworks, data collection and analysis tools



- Experience with humanitarian assistance and the corresponding understanding of gender, protection, and diversity
- Excellent command of oral and written English.
- Cultural awareness and sensitivity to gender issues

APPLICATION PROCESS

All applications should be sent to jobs@near.ngo by **February 15, 2017** with **Consultancy for Mapping Capacity Strengthening Tools** on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant's previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate's availability and consultancy rates. The letter should be no longer than two pages;
- A sample of recent work;
- Updated CV including relevant work experience and qualifications;
- Contact details of 2 references.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. The NEAR Network is an equal opportunity employer