

TERMS OF REFERENCE
CONSULTANCY TO DEVELOP A THEORY OF CHANGE AND FINALIZE A STRATEGIC PLAN FOR NEAR

Organization	NEAR - Network for Empowered Aid Response, www.near.ngo (Hosted by Adeso - African Development Solutions, www.adesoafrica.org)
Project	NEAR Network
Position Type	Consultancy to Develop a Theory of Change and Finalize a Strategic Plan for NEAR
Study/Assessment Topic	Support NEAR Secretariat and Leadership Council (LC) in Finalizing the Strategic Plan and Development of a Theory of Change
Position Location	Remotely
Duration	Ten (10) days
Reporting To	Executive Director
Working With	NEAR LC, Executive Director and Team
Starting Date	Immediately

ABOUT ADESO

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

Consultancy to Develop A Theory of Change and Finalize A Strategic Plan For Near

ABOUT NEAR NETWORK

For more than 5 years, Adeso has spearhead the development of a ground breaking initiative to mobilize local organizations in forming a global network to spearhead efforts to transform the global humanitarian aid system. Working together with a variety of local and national civil society organizations and NGOs, Adeso incubated and financially sponsored the launch of the NEAR (Network for Empowered Aid Response), at the World Humanitarian Summit in May 2016 at Istanbul, Turkey. The network, NEAR is an active movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships. Adeso serves as the official sponsor of NEAR.

OBJECTIVES OF THE ASSIGNMENT

This consultancy has three overall objectives. The first is to add a component on membership recruitment development, and retention and write the log frame, operational plan and activities, and budget for the already existing and approved strategic plan document. The third is to write a theory of change that will inform the work of NEAR.

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STRATEGIC PLAN

3. Scope of Work

Through facilitation of the NEAR LC and secretariat, the scope of work for the consultant will include but not be limited to:

- a) Finalize the draft strategic plan and submit to NEAR Executive Director
- b) Strengthen the membership objective to include membership recruitment, development, and retention
- c) Develop log frame for the strategic plan
- d) Develop strategies, tactics, and activities to accomplish the work
- e) Develop an operational plan for the current strategic plan including cost, duration, priority order, and accountability for each strategy and tactic

4. Deliverables

- Facilitation of the LC of the strategic planning workshop
- Finalised of the above named components i.e.
- Logical Framework
- Operational plan to include strategies, tactics and activities
- Costs, duration priority order and accountability for each strategy and tactic

5. Time Span

This assignment is expected to be carried out for a period of **5 days**

DEVELOPMENT OF THEORY OF CHANGE

Additionally, the consultant will be required to develop a theory of change that will inform the work of NEAR. The following are the components that should be included in the document:

1. **Identifying goals and assumptions**
2. **Backwards mapping and connecting outcomes**
3. **Developing indicators**
4. **Identifying interventions**
5. **Writing a narrative**

1. Time Span

This assignment is expected to be carried out for a period of **5 days**.

DELIVERABLES FOR THE THEORY OF CHANGE

The consultant will develop standardized narratives, tables and diagrams. The narrative will be a summary of the theory of change that explains the overall logic, highlights major assumptions, and presents a compelling case as to how and why the initiative is expected to succeed. The narrative is expected to have four objectives in order to convey easily and quickly the primary focus for the work of NEAR, while helping NEAR communicate about this theory.

1. A PowerPoint presentation explaining the pathway with diagrams and narrative explanations for the theory of change.



2. Three days of workshop with the NEAR staff to clarify the concepts of theory of change
3. A final report in English with the narrative and visualization materials and recommendations for the theory of change. The final product will be formatted such that it may be printed and distributed easily and should not exceed 20 pages without annexes. This be submitted to the NEAR Executive Director two weeks after the consultancy.

6. Institutional Arrangements

The Consultant will report directly to the Executive Director. NEAR will provide relevant background documents necessary for the assignment including the two-year strategic plan.

APPLICATION PROCESS

All applications should be sent to jobs@near.ngo by the **August 1, 2017** with “**Consultancy to Develop a Theory of Change and Finalize a Strategic Plan for NEAR**” 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.

To be considered, interested and qualified consultants must submit the following documentation:

- Technical offer explaining your understanding of the consultancy, the objective and the methodological approach describing the different steps planned, the specific objective, the methods, tools that will be used for each, the means and deliverables for each step.
- Financial offer with a detailed budget.
- Curriculum vitae (max. 3 to 4 pages highlighting work experience and qualifications relevant to this evaluation).
- Full contact details of at least two references from among recent clients.
- One sample theory of change and strategic plan developed for a past client.

Applications not including all of the above information will not be reviewed. The NEAR Network is an equal opportunity employer.

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