



Invitation for Expression of interest Individual service consultancy

Date: 23.06.2022

Assignment: Facilitator For Organisational Capacity Assessment
Name of the Project: Human Rightivism Project
Funded by: Embassy of Sweden, Pristina, Kosovo
Implemented by: Community Development Fund (CDF)

1. BACKGROUND

As one of the first initiatives in post-conflict Kosovo, CDF was founded to assist communities in rebuilding lives and improving community-based services in a participatory manner through inclusive processes. During the last decade, CDF has positioned itself as a leading development organization to enhance integration among communities and better coordination between the local and central government institutions.

Embassy of Sweden, represented by Sida, awarded CDF the Project "**Human Rightivism**" from **January 1, 2020, until December 31, 2023**. The project's overall objective is to support local human rights defenders to develop a thematic and long-term collaboration with local CSOs and people of diverse backgrounds regardless of gender, disability, age, ethnicity, class, urban/rural, or socio-economic background. The overall goal of Human Rightivism intervention is to enhance and enable civil society for the Human Rights progress in Kosovo.

2. PURPOSE AND OBJECTIVES OF THE REVIEW

The consultancy assignment will be centered on assessing the capacity strengthening needs of the 16 (Sixteen) CDF partner organizations. This assignment will contribute to and enable the process of strengthening local civil societies from the perspective of organizational capacities.

Organizational Capacity Development starts with an all-inclusive assessment using an Organizational Capacity Assessment (OCA) method. The OCA is based on the idea that it is possible to obtain an overall picture of an organization's capacities and develop profiles by making systematic reviews and assessments of three essential aspects that are analyzed with eight variables.

The eight variables, here called 'Areas of Capacity' are:

The OCA tool assesses technical capacity in seven areas, and each of the core functional areas is listed as follows:

1. Governance
2. Administration
3. Human Resources
4. Financial Management
5. Organizational Management
6. Program Management
7. Project Performance Management

3. SCOPE AND METHOD OF WORK

An Organizational Capacity Assessment (OCA) is a process that seeks to assess the capacities of 16 (sixteen) organizations across a broad range of topics. The overall objective of the consultancy is to:

- Conduct an Organizational Capacity Assessment by facilitating a participatory workshop methodology outlined in the OCA. The workshop will aim to identify areas for organizational improvement in order to achieve sustainable results.
- Individual assessment of all Sixteen (16) partner organizations

- Design/Identify OCD plan along with tailored documentation to address the identified areas of improvement.

4. OCA ASSESSMENT OUTLINE

Kick-off Meeting:

The initial kickoff meeting will be organized by bringing all 16 Partner organizations and conducting a general presentation of the assignment.

Organizational level assessment:

The interview process along with the self-assessment process should be conducted on all 16 Partners.

Final Meeting:

The presentation of general scoring and the entire OCA assessment should be organized with all 16 Partners.

5. ROLES AND RESPONSIBILITIES

The facilitator will be responsible for:

- Become familiar with the OCA Tool.
- Lead the participatory workshop with CDF staff and partners. The workshop will last three days and will be facilitated in the Albanian language.
- Complete in detail the OCA Tool (except for the finance/grants part)
- Providing the Capacity Needs assessment report.
- In coordination with CDF identify the priority areas for organizational development for the next 4 years and complete the OCD Framework
- Deliver documents and other deliverables in a timely manner
- Workshop material (OCA Tool and Manual), will be provided by the Community Development Fund - CDF

CDF will have the responsibility for the overall management of the facilitator and this will include the following:

- Reviewing and approving the proposed methodology
- Supporting facilitator to invite the staff and/or members of the partner organizations
- Monitoring the delivery of training and assessment
- Reviewing and approving the OCD Framework template and final Capacity Needs Assessment Report.
- Ensure completion of the OCD Framework detailing the OCD work for the next coming years.

6. KEY DELIVERABLES

- OCA Tool and Methodology
- Final comprehensive report that includes findings of the OCA and recommendations for the continued development of organizational capacity submitted for each partner organization.
- Presentation on materials and notes.
- General Report for the CDF needs.

7. DURATION AND TIMEFRAME

Task	days	Additional remarks
Kick-off Meeting The initial kickoff meeting will be organized by bringing all 16	1 days	

Partnorganizations and conducting ng general presentation of the assignment		
The interview process along with the self-assessment process should be conducted on all 16 Partners	16 days	
Writing the draft Report (4 days draft report and two days to address comments and finalize the report).	5 days	
Submission of Final Report	3 days	
The presentation of general scoring and the entire OCA assessment should be organized with all 16 Partners	1 day	
Total		26 days

8. QUALIFICATIONS AND COMPETENCIES OF CONSULTANT

Advanced degree in economics, development studies, social sciences, or related discipline
A minimum of ten (10) years of experience in conducting organizational capacity needs assessments, and experience with self-assessment processes will be an advantage;
At least 5 years of experience working in organizational development within civil society
Excellent analytical, oral, and written communication skills in English.
Experience in monitoring, evaluation, and reporting.
Strong facilitation skills and ability to lead a plenary and document simultaneous
Strong interpersonal skills and the ability to communicate and work well with diverse people.

9. QUALIFICATION AND PROFESSIONAL REQUIREMENTS

The consultant should demonstrate substantial expertise in the following areas:

- Good knowledge in the area of human rights, civil society, and good governance (over five years);
- Good understanding of the context in the Western Balkans and particularly Kosovo (over five years);
- Good knowledge of civil society development concepts and donor support mechanisms (over five years);
- Excellent and proven experience in monitoring, evaluating, and reviewing programs in the areas mentioned above (over five years);
- Excellent and proven experience in similar assignments (over five years);
- Excellent analytical skills, ability to propose recommendations;
- Perfect coordination, communication, and reporting skills;
- Remarkable in both spoken and written English, Serbian and Albanian.

10. EVALUATION METHOD AND CRITERIA

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of the set of weighted technical criteria (70%) and financial criteria (30%). Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the financial evaluation.

11. APPLICATION PROCEDURE

Applications must be sent in English and entail the following:

- Expression of Interest and availability;
- The CV should be presented;
- Two references from similar assignments; and copies of the reports they prepared (if applicable).

Technical and Financial proposals as in the presented ToR should be sent to the email address: feride@kcdf.org no later than 13 July 2022, at 16:00hrs.

Do note that the submitted Technical Proposal and the Financial proposal will be sent as SEPARATE FILES.