

## **Terms of reference for a Capacity Building Consultant**

*The below Terms of Reference shall be used for the procurement of a consultant who will support in designing and implementing a Capacity Building plan for Lebanese local partners under the supervision of the Regional Office and with the coordination and support of Lebanon Staff. The Terms of Reference shall be signed by the awarded consultant.*

### **Introduction**

The Regional Office undertook a financial review as a part of following-up on funds, which are channelled through Lebanon Country Office to Partners, in order to ensure that these funds are handled in accordance with the requirements in existing policies and agreements.

The review assessed whether the management and financial systems are in order and shall provide recommendations for improvement. Based on this assessment and since one of Diakonia's main intervention section is development and working on building capacities of local partners, a capacity building plan is needed to enhance the efficiency and effectiveness of our local partners, building skills and abilities to strengthen the organization, thus ensuring better results and compliance with donors requirements and the organization mission and vision.

### **The scope of the assignment**

The Capacity Building Consultant will contribute to the design, implementation and monitoring of capacity building activities and interventions, ensuring successful delivery in line with plan priorities and timeline. The Consultant will conduct frequent field visits to local partners. The Consultant will also provide input for capacity building activity selection and methodology during the initial design of the development plan customized for each local partner. The Consultant main duties will be to cover the below components:

- A customized development plan as per the needs of each partner, which will also serve as an assessment tool for the upper management
- Coaching
- Training
- Writing and implementing Policies and Procedures

The Consultant main area of intervention will be:

- 1- Internal control systems
- 2- Procurement
- 3- Project Budget and Implementation
- 4- Payroll Systems
- 5- Accounting and handling of funds
- 6- Reporting

## **Roles and Responsibilities**

- Work closely with the Regional Office and Lebanon Office to ensure delivery of capacity building activities that are appropriate to respond to the established program goals, purpose, and strategic priorities.
- Under the technical guidance of the Deputy Regional Director, implement capacity development interventions, such as training, mentoring, and organizational assessments.
- Contribute to the analysis and evaluation of capacity building needs and make recommendations for targeted interventions to ensure consistency with the program goals and objectives.
- Prepare training material and conduct training for partners under the supervision of the Deputy Regional Director.
- Prepare development plan for each partner and track improvements throughout the implementation phase.
- In coordination with other project staff, provide technical assistance to partners as required, during the implementation phase.
- Ensure proper documentation of all training and capacity building sessions, keep track of the attendance sheets, and prepare reports as required.
- Undertake other duties as assigned by the Regional Office.

## **Qualifications**

- Bachelor's degree in a relevant academic area.
- Minimum of 5 years of experience in designing and implementing capacity building approaches.
- Experience delivering capacity development interventions, such as training, mentoring, and organizational assessments.
- Demonstrated experience developing training curricula, including workshop agendas, presentations, and training exercises.
- Familiarity with a wide range of capacity building techniques, preferably focused on adult learning.
- Proven ability to work collaboratively across diverse sets of stakeholders.
- Strong communication and interpersonal skills, as well as fluent written and oral English, knowledge of Arabic is required.

### **Terms and Conditions**

- Tax and insurance: The Consultant) shall be responsible for their income tax and/or travel and other insurance during the assignment.
- Code of conduct: The Consultant shall be required to sign and abide to Diakonia's Code of Conduct.

Additional terms and conditions of service shall be spelt out in the contract.

### **Mode of Application**

- CV and cover letter should be sent via email to [iren.franda@diakonia.se](mailto:iren.franda@diakonia.se) before 24<sup>th</sup> October 2019