**Terms of Reference for** **Hiring a Capacity Building Consultant**

**1. Background**

Tankamel Sawa, a prominent entity committed to social and developmental initiatives, seeks to engage a Capacity Building Consultant. This initiative, part of a strategic partnership with arche-nova and supported by the BMZ project, aims to enhance the organizational capabilities and effectiveness of Tankamel Sawa. By focusing on strengthening internal capacities and skills, this consultancy will play a crucial role in ensuring Tankamel Sawa can better serve its community, stakeholders, and fulfill its mission.

**2. Objectives**

The consultant will be tasked with:

* Evaluate the current capabilities and strategies of the organization, identifying our goals and desired outcomes.
* Review and provide recommendations for improvements on the organization's internal processes, policies, and standard operating procedures (SOPs), leading and performing the adjustment process.
* Compile and organize all necessary documentation for both completed and ongoing TKS programs, offering guidance on an effective filing system and its related SOPs.
* Create a comprehensive portfolio showcasing TKS's implemented and ongoing projects.
* Offer guidance and support on registering TKS across relevant platforms to ensure eligibility for various funding opportunities.
* Design a tailored capacity-building program that addresses the unique needs of TKS staff and the organization as a whole.
* Develop a strategic plan for business development and fundraising, targeting potential donors to support TKS's objectives.

**3. Scope of Work**

3.1 Organizational Capacity Assessment

* Conduct a thorough review of the current organizational capacity, including management strategies and targets.
* Evaluate internal procedures, guidelines, manuals, and Standard Operating Procedures (SOPs).

3.2 Documentation and SOP Adjustment

* Collect, review, and organize all necessary documentation for TKS programs, both implemented and ongoing.
* Advise on and implement adjustments to internal guidelines and SOPs to enhance efficiency and compliance.
* Develop and optimize a filing system specific to the needs of TKS, ensuring easy access and management of documents.

3.3 Portfolio Development

* Prepare a comprehensive portfolio for TKS, highlighting all past and present projects and initiatives.

3.4 Registration and Eligibility

* Guide the process of registering TKS on all relevant platforms to ensure eligibility for proposal calls and funding opportunities.

3.5 Capacity Building Program

* Design and implement a capacity building program tailored to the specific needs of TKS staff and organizational goals.

3.6 Business Development and Fundraising

* Develop a business development plan, including an SOP for fundraising, aimed at identifying and engaging potential donors.

**4. Deliverables**

4.1 Comprehensive Organizational Capacity Report

* A detailed report assessing the current capacity, including recommendations for strategic adjustments.

4.2 Revised Documentation and SOPs

* A set of updated internal procedures, guidelines, manuals, and SOPs.
* A fully organized and accessible documentation system, including a digital filing solution where applicable.

4.3 TKS Portfolio

* A portfolio document showcasing TKS's projects and initiatives, designed for presentation to stakeholders and donors.

4.4 Registration Confirmation

* Proof of registration on relevant platforms, ensuring TKS's eligibility for funding and proposal submissions.

4.5 Capacity Building Program Materials

* A comprehensive set of training materials and schedules for the capacity building program.
* Documentation of mechanisms established for ongoing staff development.

4.6 Business Development Plan and Fundraising SOP

* A strategic business development plan with a clear SOP for fundraising activities.
* A list of potential donors and a strategy for engagement.

**5. Timeline**

The consultancy is expected to start on 22nd of March and conclude by 30th of April subject to review and adjustment based on the evolving needs of the project and performance.

**6. Consultant Qualifications**

* Extensive experience in organizational development and capacity building, preferably within the NGO sector.
* A proven track record of designing and implementing effective training programs.
* Expertise in adult learning principles and participatory training methodologies.
* Strong analytical skills and experience in needs assessment and program evaluation.
* Knowledge of the thematic areas of Tankamel Sawa's work and a commitment to its mission and values.
* Proficiency in English, French Arabic with outstanding facilitation, communication, and interpersonal skills.

**7. Application Process**

Candidates are invited to submit the following:

* Signed and filled copy of RFQ 05-24 with signed TOR form.
* A motivation letter outlining their interest and suitability for the consultancy.
* A comprehensive CV detailing relevant experience and qualifications.
* Examples of previous capacity building projects or programs they have led.
* A financial proposal outlining the consultancy fees.

**8. Evaluation and Selection**

Candidates will be evaluated based on their relevant experience, the quality of their proposal, cost-effectiveness, and alignment with Tankamel Sawa's values and objectives. The selection process may include interviews and presentations for shortlisted applicants.

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