



Request for Proposal

Short Term Consultancy Assessment of Capacity Building Needs

About Taawon

Taawon (Welfare Association) is an independent non-profit organisation established in 1983. Taawon strives to make a distinguished contribution toward furthering the progress of the Palestinians, preserving their heritage and identity, supporting their living culture and building civil society in the different working areas it serves: the West Bank (including Jerusalem), the Gaza Strip, the 1948 Areas, and the Palestinian communities in Lebanon.

Taawon works closely with local, grassroots organisations to address the specific needs of the Palestinian refugees living in difficult circumstances throughout the country. We support the implementation of a range of initiatives under three specific programs: Education, Community Development (including health and relief), and Culture. We work in close partnership with more than 40 local partners and touch the lives of more than 100,000 Palestinian refugees annually.

About the Consultancy

The project “*Enhancing the quality of life of Palestinian people and children with disability (PWD/CWD) in Lebanon*” funded by GIZ and implemented by Taawon in collaboration with the Palestinian Disability Forum aims to contribute to enhancing the quality of life of Palestinian PWDs and CWDS in Lebanon through achieving two objectives 1) Ensure increased PWD/CWD access to professional and specialized care, and 2) Strengthen and expand community knowledge and support of PWD/CWD health, development, and inclusion.

Building the capacity of those organizations serving PWD/CWD to become more capable and empowered individually and collectively to advocate for, protect and serve people with disabilities is one important step towards the achievement of the project’s goals.

This consultancy aims at **assessing the capacity building needs of 8-12 partner grassroots organizations** active in serving people with disabilities and special needs in the Palestinian refugee camps in Lebanon. The findings of this consultancy will be used in **drawing up a comprehensive tailor-made capacity building plan** that respond to the organizations’ needs towards better serving and promoting the well-being of PWD/CWD in the Palestinian refugee camps in the country.

The consultant’s tasks will consist of conducting the assessment, analyzing the findings, and providing practical recommendations and relevant plan of action for capacity building. Specifically, the consultant will undertake the following tasks:

- Conduct a desk review and build a clear framework of Capacity Building with focus on organizations working in the disability sector and in the Palestinian refugee camps. The framework should investigate the below three main areas of capacity under each a wide spectrum of issues to inspect.
 - a. *CAPACITY TO 'BE'*: Identity, leadership, membership, structures, and systems within the organization.
 - b. *CAPACITY TO 'DO'*: Achieving the organization's mission and objectives.
 - c. *CAPACITY TO 'RELATE'*: Linking the organization externally for increased impact and outreach¹

Besides the above three areas, the CB framework should consider – but not limited to:

- Knowledge and practice of rights and protection (Convention on the Rights of Persons with Disabilities, Convention of Children's Rights, ...)
- Understanding of policy and legal framework regarding disability in the country and disabled Palestinian refugees
- Capacity in lobbying and advocacy
- Adoption of innovative approaches and use technology.

In addition to any other aspects that might be considered relevant and critical.

- Draw up a plan of action and timetable for accomplishing the various components of the consultancy assignment including design of assessment methodology, data collection, analysis of findings, report preparation and elaboration of action plan / interventions for capacity building.
- Design the assessment methodology and scope of work. Identify data collection methods and prepare needed research tools. Conduct meetings with Taawon and the technical committee of the Palestinian Disability Forum to discuss and agree on the methodology and tools.
- Ensure the assessment exercise involves all stakeholders concerned in the well-being of Palestinian refugee PWD/CWD. This includes workers and management team (social workers, therapists, teachers, ...) of concerned organizations, beneficiaries (PWD and parents of CWD), UNRWA, funding and donor agencies, technical partners, and other possible parties.
- Provide in-depth analysis synthesizing the assessment findings. Propose practical recommendations for action. Envisage a clear plan for capacity building considering the assessment findings. Present preliminary findings and proposed capacity building plan of action to Taawon for review and feedback before finalization.
- Provide final report detailing the assessment exercise and findings in English language including all tools used (interview guide, questionnaires, ...) and an executive summary in Arabic. Present final report – upon approval of Taawon – in a meeting to partner organizations and GIZ.

Expected Deliverables

Upon the completion of the assignment, the consultant is expected to deliver the following:

- A workplan/timetable for the consultancy assignment
- Capacity Building framework and assessment methodology and tools

¹ https://add.org.uk/sites/default/files/Capacity_Building_Learning_Paper.pdf

- Final narrative report in English language presenting the assessment’s findings and recommendations in addition to 2-4 pages of executive summary in Arabic and any relevant appendixes (interview questions, list of interviewees, etc.)
- Power point presentation in both English and Arabic summarizing the assessment’s findings and report’s content.
- Detailed Capacity Building plan targeting all concerned organizations
- Annexes (data collection tools such as interview guides, reports focus group meetings, questionnaires)

The consultant will maintain close follow up and regular meetings with Taawon during the various stages of the assignment for regular updates and consultation. Taawon will provide the needed support during the whole assignment.

Timeframe

The expected time frame for conducting this assignment is estimated between 10-12 weeks after signature of contract.

Qualifications

The selected consultant should fulfil the following:

- Holder(s) of an advanced degree in social sciences or relevant fields
- Experienced in conducting similar assessments
- Enjoys extensive knowledge in research both quantitative and qualitative (tools development, data collection and analysis)
- Possess extensive knowledge of development principles; including knowledge of disability issues
- Has In-depth understanding of the Palestinian context in Lebanon
- Enjoys excellent communication skills and proficient in both Arabic and English languages
- Independent and neutral and has not been involved in any of the Taawon’s programs

Submission of Proposals

Interested candidates or institutions are invited to share their proposals **before 22 March at 3:00 pm.**

Proposals should be submitted in a sealed envelope containing two sealed envelopes one for the Technical Proposal and one for the Financial Proposal. Envelopes should have the title “Capacity Building Needs Assessment”. Pages of both proposals should be numbered and signed/stamped by the submitting candidate or institution.

Proposals to be submitted to Taawon offices. Address: Ramlet el Bayda, Al Akhtal el Sagheer Street, Green Project Bldg. – 5th Floor - Telephone: 01.850218/9.