



Request for Proposal

Short Term Consultancy Development of an Organizational Theory of Change

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.

This consultancy aims at developing a Theory of Change for Taawon which clearly outlines the organization’s strategic goals, the steps needed to achieve these goals, and the metrics for measuring progress. The outcome of this consultancy will **be developing an organizational TOC 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 a thorough analysis of Taawon’s past and current operations, a critical look at the current context, and a participatory workshop with Taawon stakeholders to ensure that the localized TOC captures the diverse perspectives and insights within the organization. Specifically, the consultant will undertake the following tasks:

- Conduct a literature review of all proposals and final project reports for the past 3 years, Taawon HQ strategy documents, and other relevant documentation and present an inception report.

- Meet with Taawon staff and stakeholders to understand the current situation, goals, and challenges.
- Define the scope and objectives of the theory of change.
- Conduct interviews, focus groups, and surveys to gather insights and perspectives if needed.
- Conduct a thorough analysis of Taawon environment, including strengths, weaknesses, opportunities, and threats (SWOT analysis).
- Review existing data, reports, and evaluations to understand the organization's current performance and context.
- Define the short, medium and long-term goals for the organization in addition to the desired impact; in addition to the indicators to measure the progress.
- Establish a Monitoring and Evaluation Plan to track the implementation and effectiveness of the TOC.
- Develop a visual representation of the theory of change.
- Draw up a plan of action and timetable for accomplishing the various components of the consultancy assignment including methodology, data collection, report preparation and elaboration of action plan.
- Work in close collaboration with Taawon staff using a participatory approach to ensure the TOC is in line with Taawon's mission, vision and strategic plan.

Expected Deliverables

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

- A workplan/timetable for the consultancy assignment
- TOC framework, methodology and tools
- Final narrative report in English language detailing the TOC including the rationale, methodology and the visual representation
- A 2 days training for Taawon staff to ensure effective implementation

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 five to six months signature of contract.

Qualifications

The selected consultant should fulfil the following:

- Advanced degree in Business Administration, Social Science or any relevant field
- Experienced in developing and implementing Theories of Change for organizations.
- Strong analytical skills and ability to synthesize complex information.
- Proficiency in TOC methodologies and frameworks
- Demonstrated ability to facilitate meetings and training.
- Enjoys excellent communication skills and proficient in both Arabic and English languages

Submission of Proposals

Interested candidates or institutions are invited to share their proposals **before 19 July**.

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 “Development of an Organizational Theory of Change”. 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.