



Co-Funded by the European Union
بتمويل مشترك من الاتحاد الأوروبي



EU Support to social accountability and Civil Society empowerment for better governance

EU and AECID co-funded project, implemented in partnership with Al-Hayat Center- RASED

Consultancy assignment - Capacity-Building for CSOs/CBOs

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Title:	Consultancy assignment – Capacity-building
Project	“Nazaha” EU support to social accountability and empowering Civil Society for better governance project Terms of Reference (ToR)
Deadline of application	Tuesday 2 May 2023



Subject: Request for Quotations

Al Hayat Center - RASED invites you to participate in this competitive solicitation for pricing, delivery, and terms of potential sale on the following products/services for its Nazaha Project.

About Al-Hayat Center - RASED

Al Hayat Center - RASED is a non-governmental civil society organisation. Al Hayat aims to promote accountability, governance, public participation and community cohesion in Jordan and the region within the framework of democracy, human rights, and the rule of law, taking into consideration gender mainstreaming in public policy and action. Al Hayat works through two main programmes: Accountability, Local Governance and Participation (RASED; The Observer) programme and Tamasok Community Empowerment programme.

Background Summary

The “Nazaha” EU and AECID co-funded project seeks to enhance integrity and social accountability in Jordan for better public sector performance and responsiveness to citizens’ needs by bridging the gap between government and civil society. It aims to position CSOs/CBOs as credible and legitimate partners for the government, notably by strengthening their capacities and internal governance and empowering them to hold the government accountable at the local and national levels. The project is divided into three components;

1. Enhancing Social accountability based on developing a capacity-building scheme and standards of accountability addressing CSOs and CBOs,
2. Enhancing social accountability targeting CSOs, CBOs, and youth through building their capacities and enhancing their ability to play a role on the policy-making processes, and
3. Adopting a participatory approach at all levels of the development processes, to allow citizen’s contribution on transparency and accountability.

As part of component 2, the project will aim to empower local CSOs and CBOs to enhance social accountability and public participation at the local level, to improve citizens’ scrutiny of government action. This support will consist of two parts:

1. Technical support to selected CSOs/CBOS through coaching and mentoring to strengthen their capacities and skills to implement social accountability initiatives;
2. Financial support to the implementation of initiatives for a period of 12 to 18 months;

Purpose of the consultancy:

Al Hayat-RASED is looking for **1 or 2 experts** to conduct training sessions (25-26-27 May and 1-2-3 June) for CSO representatives on project management and social accountability

The selected consultant(s) will be mainly responsible for conducting a capacity-building programme for 13 Jordanian CSOs/CBOs. This programme will constitute the first round of technical assistance to the selected organizations, which will be supported throughout the project. This programme aims to assist the selected organizations in designing their initiatives and empower them to implement initiatives to strengthen social accountability.

This assignment covers different stages of the technical assistance process to selected CSOs/CBOs, to facilitate the implementation of their initiative.

The objectives of the assignment are to:

1. Identify areas to be improved in CSOs/CBOs' applications
2. Design a coaching programme to empower selected CSOs/CBOs in designing and implementing social accountability initiatives
3. Conduct 6 coaching sessions for selected CSOs/CBO

Deliverables

In particular, the NAZAHHA project is seeking support for the following deliverables:

1. Building capacity-building materials

The consultant(s) will design materials for a 6-day coaching programme to support selected CSOs/CBOs in refining their proposals and increase their knowledge on social accountability.

Materials for the coaching programme will include:

- A detailed agenda, containing the different chapters and sessions of the programme (including specific dates and times);
- Specific presentations (PowerPoint or PDF format) for each session;
- Supporting documents, such as case studies, exercises, etc.
- Pre- and post-coaching evaluations;

The consultant(s) will ensure that these materials are adapted to the needs and challenges of selected CSOs. To do so, the project team will share the selected proposals with the successful consultant(s), who will conduct a thorough review to identify areas to be improved in the proposal documents and common challenges, which will be addressed in the capacity-building programme. The different materials under this deliverable will be developed in Arabic. The agenda will first be developed in English and will be translated into Arabic upon validation from the project team.

2. Conduct a coaching programme for CSOs/CBOs

Based on the coaching materials, the consultant will conduct an in-person coaching programme for 35 to 40 CSO/CBO representatives. This programme will constitute of 6 workshops on **25-26-27 May and 1-2-3 June 2023**. This programme will be divided as follows:

- 25-26-27 May: coaching sessions on project management skills (including, but not limited to M&E, reporting, visibility and communication, budgeting, etc.). These sessions will specifically respond to the needs and challenges identified in CSO proposals, to better equip them with the skills to successfully implement their initiatives;

- 1-2-3 June: coaching sessions to increase organizations' knowledge and skills to enhance social accountability. These sessions will aim at enhancing the knowledge and expertise of CSOs/CBOs of the concepts, importance, tools and mechanisms to enhance SA.

Throughout the different workshops, the consultant(s) will support the CSOs in revising and editing their proposals.

This coaching programme will be conducted in Arabic.

Timeline

The following is an indicative timeline of the proposed major milestones of the assignment:

	Milestone	Date
Deliverable 1: Capacity-building materials	Preliminary version	17 May 2023
	Final version	24 May 2023
Deliverable 2: Coaching programme	First round	25-26-27 May 2023
	Second round	1-2-3 June 2023
Reporting	Final Narrative and Financial Reports	5 June 2023

Reporting

The selected consultant(s) commits to maintain a frequent and transparent communication channel with Al-Hayat Center-RASED and will share weekly updates with the project team. The consultant(s) will also prepare a final narrative report, summarizing all aspects of the assignment, detailing lessons learned and formulating recommendations for the next steps of the project. The consultant will also share evaluation results as an appendix of the final report. Any suggested change to the above list of deliverables and tasks will have to previously be agreed upon with the project team.

Desired profile and qualifications of the consultant(s)

- Master's degree in development studies, Social Studies and/or other related fields
- At least 10 years' experience working in the international development sector.
- Previous experience related to the field of social accountability and public participation, preferably in Jordan, for International and National organizations.
- Previous experience in conducting capacity-building programs on the fields mentioned above.
- Fluent English and Arabic skills (written and verbal) required.
- Familiarity with Jordanian context is essential.
- International experience and staff are preferable
- Ability to take constructive feedback.
- Ability to juggle competing priorities, meet demanding deadlines and work under pressure in a limited timeframe.

Criteria for Selection

The evaluation of each response to this RFQ will be based on the vendor's demonstrated competence, compliance, format, and organisation. The purpose of this ToR is to identify service providers that have the interest, capability, and financial strength to supply Hayat Center - RASED with the service requested.

Selection will be based on price, quality of service, and vendor experience. All quotes will be evaluated and scored based on the following criteria:

- Price – 20%
- Delivery Time – 20%
- Consultant(s) Expertise – 60%

Applications

- A CV (maximum 3 pages)
- Past performance references for similar assignments with an expression of interest detailing how skills and experience fit the criteria (maximum 1 page).
- Example of previous work, ideally for International Organizations
- Cost proposal, in Euros, including all costs necessary to complete the assignment, and distinguishing (at a minimum) between:
 - Individual consultant's number of days and daily professional fee rates.
 - Other costs to be specified.
- Confirmation of availability for this assignment duration and the suggested dates (25-26-27 May and 1-2-3 June).

Applications without all components will not be considered.

Procurement Policy

- Interested parties should submit financial proposal & technical Offer in two separated envelopes either manually OR by email as follows:
 - Manually
 - Each envelop should be labelled by the ToR title “*Consultancy assignment – Capacity-Building for CSOs/CBOs, “Nazaha” Terms of Reference (ToR)*”
 - The two envelopes (Financial & Technical) should be submitted in one sealed envelope, also including a USB device containing soft copies of the offer
 - Envelop should be submitted by hand to Al-Hayat – RASED offices or by post on the following address:
 - Amman- Jordan
 - King Abdullah II, Al-Barak II Complex, Second floor
 - Attention to Mrs. Ruaa Al Hakeem
 - Electronically by email
 - Email Subject “*Consultancy assignment – Capacity-Building for CSOs/CBOs, “Nazaha” Terms of Reference (ToR)*”
 - The two emails (Financial offer & Technical Proposal) should be submitted to:
 - Financial offer: ruaa.h@hayatcenter.org
 - Technical Proposal: amro.n@hayatcenter.org
- Applications to be sent by **COB Tuesday 2 May 2023**