

Terms of Reference (TOR) for Development of Capacity Building Strategy Paper

Introduction:

Manusher Jonno Foundation (MJF) provides funding and capacity building support to organizations working on human rights and governance. MJF works in partnership with different stakeholders such as civil society organizations, NGOs, CBOs, government, private sector, research organizations etc. MJF through its partners assists to ensure entitlements of people by building their capacity to demand basic services and to raise voice against rights violation. MJF also works on the supply side with duty bearers so that they are responsive to the demands of people. One exclusive unit of MJF is entrusted to help build partners' capacity for quality program performance and organizational development as Capacity Development unit.

Capacity Development (CD) unit of MJF has been working to strengthen the human and institutional capacity of partner organizations so that they can implement their programs more effectively, efficiently and sustainable way. So far more than 3000 senior and mid-level staffs from partner's organizations have received training on human rights & governance, project proposal writing skill, project cycle management, human resource management, advocacy, monitoring and evaluation, financial management, media and communication, right to information etc. In addition MJF facilitated workshops to develop gender, finance and personnel policy for more than 100 organizations.

Objective:

Develop/ Review organizational capacity development strategy for Manusher Jonno Foundation

Purpose of the assignment:

- 1) To outline the strategies, approaches and actions for capacity development based on assessment of various types and categories of partner NGOs.
- 2) To set comprehensive indicators for capacity assessment so that partner NGOs can assess their capacity on a regular interval

Purpose

The consultant/consultancy firm will facilitate the process of developing organizational capacity development strategy. The Consultant/ team will be responsible for strengthening the capacity on "How to develop an organizational capacity development strategy" in terms of Capacity development response for downstream partner based on which they will develop/review their own organizational capacity development needs and strategy.

Scope of Work

It is being anticipated this assignment will develop the capacity development strategy of MJF plus assist in facilitating partners to develop their own CD strategy through a participatory approach.

Methodology

A consultant individual/ organization will be hired to develop an organizational Capacity development strategy. The consultant/facilitator has to outline the plan including required resources, materials, time required etc. Will have to facilitate participatory workshops considering capacity development context.

Time line: The assignment is envisaged for one and half month, initially starts from 01st Dec 2018 and will be continued till 15th January 2018.

Deliverables: The consultant should deliver -

- A complete session plan for workshop to develop an “Organizational Capacity development Strategy” agreed by MJF team
- Consultant to keep records / notes of all the decisions/ recommendations is made during the sessions i.e. minutes keeping.
- Detail strategy papers of the organization
- Follow up action plan

Consultant Requirements: Consultant need to have the following competencies,

- Working experience on development sector
- Have knowledge and experience on developing organizational capacity development strategy and hands on experience of organizational/institutional development of CSO's
- Prior experience conducting similar workshops and preparing strategies considering capacity development context
- Excellent facilitation capacity/skill in English or Bangla
- Specific workshop module development capacity
- Understanding on capacity development sector and context of Bangladesh and global
- Demonstrate capacity to produce high quality reports (strategy paper) from previous undertakings in terms of English language proficiency, report content and report structure
- The ability to deliver and meet deadlines.

Reporting: The Consultant will directly report to Wasiur Rahman Tonmoy, Coordinator Capacity Development who will work closely with consultant team.

Application Procedures

Interested Individual/organization are requested to submit of a technical & a financial proposal (separately) as soft copy (PDF Version) addressing Executive Director, by date 14 November, **before 17:00 hours** Bangladesh time.