

Open Call for Tenders

<Tender Identifier: SCMFR2301>

Summary	
Tender requester	The Syrian Center for Media and Freedom of Expression (SCM); Programs Unit; Paris, France.
Type of expected services	<see the below description and Terms of References>
Tendering deadline	July 05, 2023; 23:59 CET
Tendering Forms	<ol style="list-style-type: none"> 1. Tendering form (<i>click here to download</i>) 2. Budget template (<i>click here to download</i>)
How to apply?	<p>Interested tenderers are invited to complete the tendering forms and templates (listed above) and send them via email to Jobs@scm.ngo by June 15, 2023; 23:59 CET, stating only the tender identifier 'SCMFR2301' in the Subject.</p> <p><u>Note 1:</u> All tender packages received after the tendering deadline will not be considered.</p> <p><u>Note 2:</u> Tenderers are allowed to require the name of the accepted tender one week after the tendering deadline.</p>

Component 1: Needs Assessment

A questionnaire-based assessment to at least 200 individuals of victims and victims' family members to assess their legal, livelihood, physical and mental health needs

Component 2: Organizational Capacity Assessment (OCA)

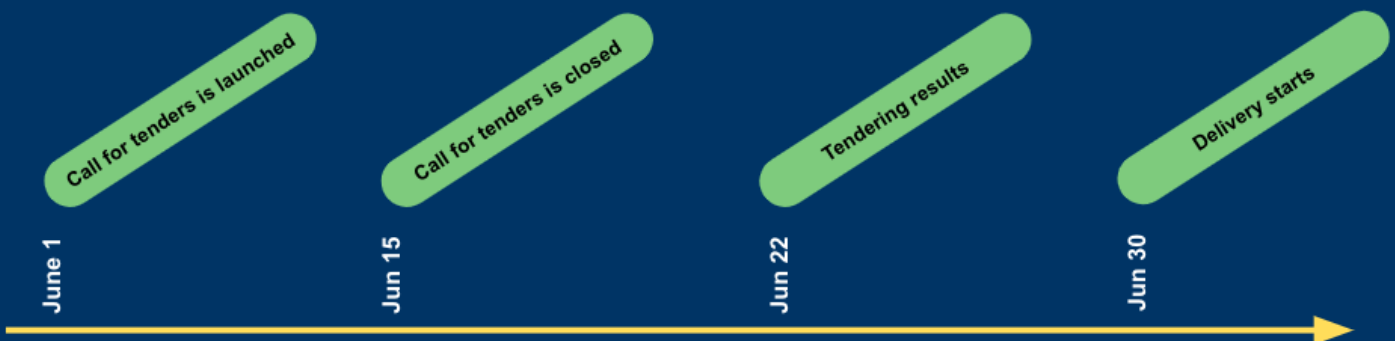
Conducting OCA to 8 associations, out of which four are functioning and pre-identified associations and the other four are newly established associations to be identified by the SCM team.

Component 3: Capacity Development

Based on the outcomes of the first two components (needs assessment and OCA); delivering the following:

- Delivering a total of 168 days of coaching sessions' members (avg. 21 sessions per each).
- 60 training days to the associations' members

SCM will give priority to bids that include the delivery of three components



Terms of References

Background

SCM is looking for a consultant (individuals or companies) to conduct a comprehensive needs assessment for newly established Syrian NGOs (survivors and families of victims), identify the gaps in the organization, and build their organizational capacities. In addition to mapping the needs of survivors and victims' families.

Objectives

I would suggest the following:

The objectives of the consultancy are as follows:

- To conduct a needs assessment for the survivors and victims' families
- To develop a plan to address those needs.
- To conduct a comprehensive Organizational Capacity Assessment (OCA) for eight NGOs to identify their strengths, weaknesses, opportunities, and threats.
- To develop and implement a capacity-building plan for each of the 8 NGOs based on the results of the OCA, and implement it.

Scope of Work

The consultant will be responsible for the following tasks:

1- Component: OCA

- Conduct an Organizational Capacity Assessment (OCA), including an analysis of the NGO's structure, governance, and management.
- The aim of the OCA is to identify gaps in their organizational management, governance/leadership, human resources capacity, financial management capacity, and program/project management
- Conduct a needs assessment to identify the strengths, weaknesses, opportunities, and threats of the NGO.
- Review the NGO's documents, policies, and procedures.
- Map out the needs of the NGO and develop a plan to address those needs.
- Develop a capacity-building plan for the NGO based on the results of the needs assessment and mapping exercise.
- Provide recommendations on best practices for organizational development, including leadership, strategic planning, program design, monitoring, and evaluation.
- Activities could be implemented remotely.

2- Component: Needs Assessment

Conducting a questionnaire-based needs assessment to assess, analyze and report the needs of at least 200 individuals of victims and victims' family members. A brief assessment methodology paper is expected with a detailed insight on the aspects to be assessed throughout the questionnaire, supported with a brief operational plan to define the roles and allocation of the possible data enumerators. A comprehensive needs assessment report is expected to be produced upon a review and validation of the SCM team.

- Develop a comprehensive questionnaire to assess the legal, livelihood, physical and mental health needs of survivors and victims' families. (Within a sample of 200 survivors and victims' families).
- Analyze the data and produce a needs assessment report.
- Activities could be implemented remotely.

3- Component: Capacity Development

Delivering a total of 168 days of coaching sessions (an average of 21 days of coaching for each association) to the associations' members and a total of 60 training days to the members of the 8 associations; in order to improve the associations' capacities in response to the gaps resulted in the OCA process as well as the results of the needs assessment that will be conducted to the victims and victims' family members.

- Facilitate a capacity-building training program for the NGO staff, board, and volunteers.

Provide support and guidance to the NGOs in implementing the capacity-building plan. Including:

- *Conduct 1-to-1 coaching sessions for organizations:*

The organizational development service provider will provide 21 days of 1-to-1 coaching for each of the 8 targeted NGOs until the end of 2024. The coaching sessions will use the OCA results to address gaps in the organization's structures, processes, and policies.

- *Conduct training workshops for members of organizations:*

Conduct training workshops (20 until mid of 2024) to develop the capacities of the victim organizations members (300 members) from the victims, members, beneficiaries of the 8 targeted NGOs about topics that will be identified in the assessment phase.

Activities could be implemented remotely.

Deliverables

The consultant is expected to deliver the following:

- An inception report detailing the methodology, timeline, and work plan for the consultancy.
- A need assessment report mapping the needs of 200 individuals.
- An Organizational Capacity Assessment (OCA) report for each of the 8 NGOs outlining the strengths, weaknesses, opportunities, and threats of the organizations. (A needs assessment report)
- A capacity-building plan outlining the areas for improvement and strategies for enhancing the 8 NGO's organizational capacities.

- Support and guidance to the NGOs in implementing the capacity-building plan: A training program for the NGO staff, board, and volunteers.
- A monitoring and evaluation plan to track the progress of the NGOs in implementing the capacity-building plan.
- A Monthly progress report and A final report summarizing the findings, conclusions, and recommendations of the consultancy.

Timeline

The consultancy is expected to start on [01 July 2023] and end on [30 Sept 2024]. The following is the timeline for the consultancy:

Inception Report: Within 10 days of signing the contract

- Needs Assessment Report: Within 40 days of the inception report
- OCA Report: Within 120 days of the inception report
- Capacity-Building Plan and A monitoring and evaluation plan: Within 15 days of the OCA report
- Training Program: Within 270 days of the OCA report, include:
 - *Conduct 1-to-1 coaching sessions for organizations: (168 Working Days).*
 - *Conduct 20 training workshops for members of organizations:*

Final Report: Within 440 days of the inception report

Reporting

The consultant will report to the [Program manager, Programs manager and development manager] on a regular basis. The consultant will be required to provide progress reports every month and a final report at the end of the consultancy.

Required Skills and Qualifications

The consultant should have the following skills and qualifications:

- At least 7 years of experience in organizational development, including needs assessment, mapping, and capacity building.
- Strong analytical skills, including the ability to analyze and synthesize complex information.
- Strong communication and facilitation skills.
- Experience in working with NGOs, preferably in the [Local Arab speaking NGOs, NGOs established and working in conflict zones or from exile and organizations that are established by survivors and victims' families].
- A proven track record in delivering capacity-building programs.

- A post-graduate degree in a relevant field.
- Proficiency in Arabic reading, speaking and writing.

Budget

The ceiling for the consultancy is [100,000 Euro]. The budget should cover all the costs associated with the consultancy, including the consultant's fees, travel, and accommodation.

Selection Criteria

The consultant will be selected based on the following criteria:

- Relevant experience and skills
- Technical proposal and methodology
- Experience letters and reference recommendations

Component 1: OCA

Conducting OCA to 8 associations, out of which four are functioning and pre-identified associations and the other four are newly established associations to be identified by the SCM team. A detailed report with the identified gaps is expected for each of the 8 associations. The recommended capacity development actions should be clearly illustrated and linked to the corresponding gaps identified.

Component 2: Needs Assessment

Conducting a questionnaire-based needs assessment to assess, analyze and report the needs of at least 200 individuals of victims and victims' family members. A brief assessment methodology paper is expected with a detailed insight on the aspects to be assessed throughout the questionnaire, supported with a brief operational plan to define the roles and allocation of the possible data enumerators. A comprehensive needs assessment report is expected to be produced upon a review and validation of the SCM team.

Component 3: Capacity Development

Delivering a total of 168 coaching sessions (an average of 21 days of 1-to-1 coaching for each of the 8 targeted) to the associations' members and a total of 60 training days to the members of the 8 associations; in order to improve the associations' capacities in response to the gaps resulted in the OCA process as well as the results of the needs assessment that will be conducted to the victims and victims' family members.