



### VACANCY ANNOUNCEMENT FOR CONSULTANCY

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organization, dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Concern is currently recruiting the below post:

**Job CODE:** 22-002 NC (You must quote this code on your application)

**Job Title:** TECHNICAL SUPPORT TO NATIONAL IMPLEMENTING PARTNERS (NIPS) - CONSULTANT

**Location:** Montserrado and Grand Bassa Counties.

**Reporting To:** PD, Programmes Coordinators and programmes team

**Job Purpose:** Working with local partners is critical to the EU PARTNERS' programme. As a sustainability strategy, empowering local Civil Society Organisations (LCSOs) or National Implementing Partner (NIPs) is a critical approach to empowering community groups, especially when Concern and its Consortium partners would have closed down the project. **Outcome 6** of the PARTNERS' programme - ***Increased operational capacity and technical expertise of national implementing partners to sustainably implement current and future programmes*** – is geared towards making sure local NGOs' (LNGOs') capacities are enhanced by the end of the project. We are therefore seeking the services of consultants or consultancy firms to work with 4 National Implementing Partners (NIPs) in their offices on a rotational basis. The consultants will be tasked with various responsibilities to build the capacities of staff and the institutions themselves.

### Background

The PARTNERS programme is a 5-year programme that aims to improve the productivity and sustainability of nutrition sensitive agriculture at the level of smallholder farmers. The programme is funded by the European Union and is implemented by Welthungerhilfe (WHH) as lead applicant and three consortium partners: ZOA, Concern Worldwide (Concern) and SPARK as co-applicant in cooperation with several local partners in seven (7) north-western and south-eastern coastal counties of Liberia viz: Rivercess, Grand Kru, Grand Cape Mount, Margibi, Grand Bassa, Sinoe, and Bomi. The intervention is expected to contribute to SDG 1 (No Poverty) and SDG 2 (Zero Hunger) of the sustainable development goals (SDG). The overall objective of the programme is to ***improve food and nutrition security and increase income and resilience against shocks in the rural areas of Liberia***. Out of the 6 critical outcomes, there is a 4 key outcome that support the building of capacity of local implementing partners.



This programme targets a total of 6,600 smallholder farmers (SHFs) and 4,400 mothers and caregivers from 220 communities which is done through capacity building and provision of inputs to cultivate these 5 strategic crops (cassava, plantain, pineapple, moringa and legumes) promoted by programme. Mothers/caregivers are also supported to establish mother groups kitchen gardens to supplement household consumption and to increase dietary diversification. The programme has the Village Savings and Loans Association (VSLA) component which encourages both Farmers and mothers/caregivers to save part of the profits from the sale of their crops in which the funds generated are given as micro-loans to members.

#### **Purpose of consultancy.**

Working with local partners is critical to the EU PARTNERS' programme. As a sustainability strategy, empowering local Civil Society Organisations (LCSOs) or National Implementing Partner (NIPs) is a critical approach to empowering community groups, especially when Concern and its Consortium partners would have closed down the project. **Outcome 6** of the PARTNERS' programme - ***Increased operational capacity and technical expertise of national implementing partners to sustainably implement current and future programmes*** – is geared towards making sure local NGOs' (LNGOs') capacities are enhanced by the end of the project. We are therefore seeking the services of consultants or consultancy firms to work with 4 National Implementing Partners (NIPs) in their offices on a rotational basis. The consultants will be tasked with various responsibilities to build the capacities of staff and the institutions themselves.

#### **Overall objective:**

The **overall objective** is to strengthen partners' capacities through various capacity building trainings and system strengthening.

#### **SCOPE OF THE WORK**

Prior to the commencement of work, all hired consultants will work with Concern point of contact to review scope of work (SoW). The Consulting firm(s) or consultant(s) will review the capacity development plan (CDP) that was developed and approved for the 4 local partners (2 in Grand Bassa and 2 in Monrovia). Based on the lot applied for, the consultants or consulting firms will also examine the policy and regulatory frameworks the organisations already have, that will help them design a training package that suits them in addition to the proposed ones below.



In term staff or organisational support, the consultant(s) or consulting firm(s) will have to allocate specific number of days per partner. This should not be less than 5 times in a month. This scheduled will indicated in the contract. The consultant(s)/ consulting firm(s) will embark on various tailor made training packages ranging from proposal developing/ fund raising, financial management and booking keeping, project cycle management, setting up a Good organisational database and M&E systems, developing good success/ impact stories for websites, etc. In collaboration with the System staff, they will support the 4 NIPs to review their existing policies or develop new ones for those who do not have one in place. Furthermore, the Consultant(s)/ Consulting firm will maintain a record of number of mentoring and coaching, and technical support provided to each NIP. This short update report shall be shared monthly with the Programme Coordinator of the PARTNERS programme and the Programme Director. This will inform Concern about the progress made so far, challenges identified and lessons learned. The consultant(s), will provide a final report that will outline:

- a) The type of support provided to each partner;
- b) Outline the key achievements, challenges, recommendations.
- c) Submit the final products of work done i.e. reviewed policies, new policies developed, proposal samples developed, database set up, developed M&E framework, success/ impact stories, etc.

## **EXPECTED OUTPUTS**

- i. An initial assessment report from the consulting firms/ Consultant(s) – the report will outline approach, approach and work plan. This report should be submitted to Concern Programme Coordinator and Programme Director for review and approval seven days after signing of the contract.
- ii. Develop and share a well laid out schedule to support NIPs that will not conflict with other priorities. This should be agreed by both parties and shared with Concern.
- iii. All training schedules available in time and shared amongst all parties.
- iv. Training report shared 5 days after trainings are completed. This should include pre- and post-tests results, participants' lists and photos. v. Samples of all developed materials or documents shared with Concern and NIP(s) concerned.
- vi. Reports on outputs, challenges, learning and recommendations associated with each partner documented in the final consultancy report.



**Locations.**

Grand Bassa and Mosterrado (2 NIPs are based in Mosterrado and 2 in Grand Bassa).

**Consultancy duration**

The consulting work will cover a period of 6 months from the time the contract is signed. The technical support will be done phases of 10 days per month. It will cover the period of review of CDP and organisational assessment on to the final report submission. The consultancy will take a total of 60 days and each consultant/ consulting firms will be expected to submit progress report and final reports.

**Timeline of activity**

Key activities	Timeline (months)					
	1	2	3	4	5	6
First tranche payment	X					
Planning meeting with Concern	X					
Development/ review of work plans with 4 NIPs and signing off on them	X					
CDP and organisational assessment/ reviews	X	X				
Revision and strengthening of existing organisational policies and procedures; support the development of new policies and procedures.	X	X	X	X	X	
Training of organisational staff and board members (where relevant) in the key thematic areas.	X	X	X	X	X	X

Sharing of training reports, finished documents or training materials developed.	X	X	X	X	X	
Progress report and Final reports submission			X			X
Final payment of consulting firm(s)/ consultant(s)			X			X



### Approach

The Consultant(s)/ Consultancy firm will adopt multiple method of strengthening the capacity of the 4 NIPs. They will train staff of the NIPs on the aforementioned relevant areas they are struggling with and do mentoring and coaching after these trainings are done. They will also do hands on support on policy strengthening through the review of their policies and regulations and developing new ones where necessary. Therefore adopting a proposed mix approach makes it appropriate for the scope of work. The consulting firm(s)/ consultant (s) will also be expected to collaborate with the relevant NIP staff in the review and development of policies and procedures, so they can learn by doing. They will need to train key staff on the new policies and procedures as this will help them understand what it is all about. The consultant / Consulting firm will do final editing of contents and reports and printing of copies

### Application Lots.

**Lot 1:** Reviewing and developing of various organizational policies such as financial policies, processes procedures and strengthening internal controls. This will also mean taking a deep dive into the review process of various organizational policies, processes procedures on staff recruitment and management, fleet management, procurement and record keeping (both soft and hardware). Also conduct training of staff and board members to not only understanding those regulations and processes and how to use the manuals but for them to know their roles in the organisation. **Lot 2:** Capacity building training on proposal development, Project cycle management and risk assessment and analysis to enhance a sustainable project. Also train NIPs on how to conduct various research: adaptive or action research, market research; good data collection, processing, analysis, storage; and setting up an organizational data-base and its usage.

**Lot 3:** Build the capacities of organizational staff on the preparation of good media/communication materials for visibility. This will also include taking good photos, making good video for success stories and uploading them to organisational website. It will also involve supporting organisations in setting up websites (for those that don't currently have).



### **Consultancy Management**

The Consultant(s) will directly report to the Program Director (PD) of Concern and the Program Coordinator. They will however share reports or all produced documents with the Program manager and Grant and Communication Officer. These staff will help monitor and manage the consultancy based on agreed deliverables indicated in the contract.

### **Ethics and associated risks**

Any pictures or video taken during the process of supporting these NIPs should have a consent of the staff members involved, as Concern might use those materials for further publication in their websites or other communication channels. The Consultants or firm(s) must declare any Conflicts of Interest with Concern as part of their bid. Consultants must agree to sign the Concern Code of Conduct and safeguarding policy prior to their commencement of work.

### **Required documentation.**

Throughout the consulting period, every activity embarked on requires a simple and concise report/ update. Samples of every finished or partially finished documents made available during the contract period. The consultant(s)/ consulting firm will be required to track every time spent with NIPs and share a final reports on time spent with the assigned NIP.

### **Consultant's(s') qualification.**

The consultant(s) / consulting firm(s) must possess the following:

- a) At least a Master's Degree in relevant professional fields - business development, Public policy and management, development studies, proposal development, Statistics and data management, project management and related fields.
- b) Certificates or diplomas in operational management - financial management, human resource management, supply chain management, fund

raising, proposal development, partnership management, etc.) an asset.

- c) At least 6 years demonstrated experience in capacity building exercises, developing and administering operational policies and procedures for organisations and their staff.
- d) Experience working in or consulting for development and humanitarian programs.



- e) Significant (minimum 5 years') developing and administering operational policies and procedures.
- f) Strong leadership skills and the ability to work as part of a team and to give constructive feedback.
- g) Demonstrable ability to work and link with the private sector, local and national institutions, business service providers and relevant government departments.
- h) Good understanding of the Liberian policies and regulatory framework is an added advantage.
- i) Good understanding of crosscutting issues such as governance, advocacy and gender mainstreaming.
- j) Good experience in application of participatory tools and methodologies.
- k) Excellent written and oral communication skills in English.

#### **APPLICATION PROCESS.**

Consultant(s)/ consulting firm(s) that meet the aforementioned requirements should submit an Expression of Interest (EOI) that should not be more than 7- pages, excluding cover page.

Below are the key things that should be included:

- i) A suitability statement, including commitment to availability for the entire period of the assignment.
- ii) A narrative/technical proposal which should include consultant(s) understanding of the ToR, study methodology, a detailed work plan; iii) A proposed budget indicating fees for the consultancy, daily cost per major activity, travels expenses, trainings and tax; iv) Updated CVs/Profiles that clearly show the qualification and experience of the lead consultant and his/her team. (These can be put in the annex section)
- v) Contacts of three referees of organisations recently worked with.
- vi) A sample of work done.

**Note:** An applicant can submit applications for up to two lots maximum.



**Evaluation process.**

<b>A. Technical Proposal</b>	<b>Mark 60</b>
<p>Understanding of the requirements/objectives &amp; soundness of the proposed methodology</p> <ul style="list-style-type: none"> <li>- Registered entity with all relevant certificates of registration and expertise.</li> <li>- Proposal aligns with expected outputs/ deliverables.</li> <li>- Have the capacity (technical team to pull this off).</li> </ul>	10
<p>Education of the consultant</p> <ul style="list-style-type: none"> <li>- Minimum Master’s degree in relevant area (business development, Public policy and management, development studies, proposal development, Statistics and data management, project management, and related fields.</li> <li>- Certificates or diplomas in operational management - financial management, human resource management, supply chain management, fund raising, proposal development, partnership management, etc.) is an asset.</li> </ul>	10
<p>Experience and expertise of the consultant</p> <ul style="list-style-type: none"> <li>- Experience working in or consulting for development and humanitarian programs.</li> <li>- Significant (minimum 5 years) developing and administering operational policies and procedures.</li> <li>- Experience supporting local partners and organisation staff through trainings, mentorship, coaching and hands-on exercise. - At least 6 years demonstrated experience in capacity building exercises, developing and administering operational policies and procedures for organisations and their staff.</li> </ul>	25
<p>Quality and relevance of written sample</p> <ul style="list-style-type: none"> <li>- Sample documents of proposals developed or took lead on developing; organisational policies and regulations, training reports, mentorship and coaching reports; or final report of consulting work. This will also be verified with one of your references that you developed it for or with)</li> </ul>	15
<b>B. Financial Proposal</b>	<b>Max 40</b>



Submission of an allowable and realistic budget, with explicit breakdowns and associated budget narratives. (Please do it in an Excel sheet)	20
A clear indication of value for money (after scrutiny from the finance team)	20
<b>Total</b>	<b>100</b>



**How to apply:**

By email to: [liberia.hr@concern.net](mailto:liberia.hr@concern.net) with the JOB CODE **22-002 NC - TECHNICAL SUPPORT TO NATIONAL IMPLEMENTING PARTNERS (NIPS) - CONSULTANT** clearly in the SUBJECT LINE.

By Hand to: HR Department, Concern Worldwide, Building Number-5 Andalucía's Complex Compound Number-2, Between 6th & 7th Streets Sinkor Beachside, Behind Home City Furniture Store, Monrovia.

JOB CODE **22-002 NC - TECHNICAL SUPPORT TO NATIONAL IMPLEMENTING PARTNERS (NIPS) - CONSULTANT**

Applications must include the following:

- JOB CODE **22-002 NC - TECHNICAL SUPPORT TO NATIONAL IMPLEMENTING PARTNERS (NIPS) - CONSULTANT**
- Consultant(s)/ consulting firm(s) that meet the aforementioned requirements should submit an Expression of Interest (EOI) that should not be more than 7- pages, excluding the cover page.
- Names and addresses of two (2) referees with professional e-mail addresses.

CLOSING DATE FOR APPLICATIONS IS **WEDNESDAY 2<sup>ND</sup> MARCH 2022 @17:00GMT**, application received after this time will not be considered.

Any Question(s) in relation to the ToR please send to the following emails: [Ciara.Begley@concern.net](mailto:Ciara.Begley@concern.net)/ [Mohamed.Alpha@concern.net](mailto:Mohamed.Alpha@concern.net). ONLY

SHORTLISTED CANDIDATES WILL BE CONTACTED.

**WOMEN ARE HIGHLY ENCOURAGED TO APPLY.**

**Concern Worldwide is an equal opportunity employer. We welcome applications from all sections of society. While all applicants will be strictly assessed on their individual merit, qualified women are particularly encouraged to apply.**