Civil society actors as drivers of change in South caucasus and Moldova” PROJECT

**People in Need is announcing a call for Capacity Self-Assessment and Strategic Planning Facilitator for Civil Society Organizations**

**TERMS OF REFERENCE**

Contract Modality: Duration of assignment: TBD based on the required workload

Starting Date: 15 September 2020

Application Deadline: 8 September 2020

Location: Yerevan, Armenia (with remote support to regions TBD)

**MAIN OBJECTIVE**

People in Need Armenia is looking for skilled facilitator(s) to support Organizational Capacity Self-Assessment and Strategy Development processes for 8 civic initiatives and grassroots organizations based in different regions of Armenia. The process will include remote workshop facilitation and individual consultations. We are planning to recruit 1-3 facilitators, depending on the quality of applications and time availability of top candidates.

**Project information / background:**

This assignment is part of the project “Civil Society Actors as Drivers of Change in South Caucasus and Moldova”, funded by the European Union and implemented by People in Need. The project aims to support new civic actors who are committed to representing people’s needs, seeking to influence real systemic change, and raising new important issues not widely known or discussed in the society. We recognize their diversity and do not envision all of them following the same path of becoming formalized civil society organizations. At the same time, we believe that we have something to learn from and offer to each other.

In Armenia, we will support 8 selected Civil Society Actors in developing a vision for change, planning concrete steps for how to achieve it, building capacities and accessing resources needed to go from plan to reality. PIN will work together with participants to design tailored programs to help their initiatives grow and achieve their goals.

**Overview of the tasks:**

* Facilitate organizational capacity self-assessment process for each CSO, in close cooperation with the PIN team and using PIN’s Organization Capacity Assessment Tool (OCAT) as guidance;
* Review the selected civil society organizations’ Strategic plans (if existing);
* Facilitate the development of new short, medium and/or long-term Strategic Plans for organizations that require them.

The assessment will be used as a baseline of organizational development and as a basis for organizational development and strategic plans. Strategic plans may have different formats according to the type and size of the organization. Especially for informal initiatives these may be brief (2-5 page) documents that will be revised during the course of the project as needed. **The success of the assignment will be assessed based on the satisfaction of the participating CSOs, their ownership of and commitment to their organizational development and strategic plans, rather than on the length or sophistication of the provided documents.**

**SCOPE OF WORK** (may include but is not limited to the tasks below)

Under the overall guidance and in close cooperation with the People in Need Project Team, the expert will be responsible to:

*Organizational Capacity Assessment*

* Participate in the information session on OCAT, administered by PIN for the Project Team;
* In cooperation with the Project Team facilitate the Kick-off meeting with the selected CSO representatives and present the scope of the upcoming activities (organizational capacity assessment tool and strategic planning);
* Be available to respond on the questions and provide clarifications during the period when CSOs would work on their own Organizational Capacity Self-Assessment;
* Organize one-on-one meetings with the project participants to revise/finalize the Organizational Capacity Development Action Plans.

*Strategic Planning*

* Based on the Organizational Capacity Assessment results, in close collaboration with CSOs, facilitate the development of organization’s short and long-term Strategic Plans (including the assessment of existing vision, mission and strategic objectives).

*In addition*

* Consult with PIN Project Team the logistic issues (if any);
* Submit deliverables in a timely manner;
* Support CSO representatives in identifying relevant information and literature sources and follow up (if needed).

**KEY DELIVERABLES**

* Filled Organizational Capacity Self-Assessment form for each CSO;
* Organizational Capacity Development Action Plans for each CSO;
* Strategic Plans for each CSO;
* Final report (in English), outlining the:
  + - main challenges, findings;
    - methodology applied;
    - package of recommendations for follow-up.

**PRELIMINARY TIMEFRAME FOR THE ASSIGNMENT**

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| **N** | **ACTIVITY** | **Estimated Duration to Complete** |
| 1 | Participation in Information Session | 1 day |
| 2 | Co-facilitation of Project’s Kick-off meeting (jointly with the PIN Country Coordinator) | 1 day |
| 3 | Providing of individual consultations to 8 CSOs on Organizational Capacity Self-Assessment | 4 days |
| 4 | Finalization of Organizational Development Action Plans | 4 days |
| 5 | Facilitating the development/facilitation/update of CSOs’ Strategic Plans | 8 days |
| 6 | Final Report Preparation | 1 day |
|  | **TOTAL:** | **19 days** |

Duration of assignment may be adjusted based on the number of facilitators selected and the specific needs of project participants.

**QUALIFICATIONS AND EXPERTISE REQUIRED**

* Experience with facilitation of group learning and change processes;
* Understanding of organizational capacity development and strategic planning, ability to advise the organizations on these topics;
* Experience with leading online workshops, trainings or activities; understanding of the specifics of online environment, learning and collaboration;
* Knowledge of Armenian civil society environment. Background in civic activism, civic participation is an advantage;
* Proven communication and collaboration skills, openness to learning new things as part of the process, working with a co-facilitator and incorporating tools developed by PIN;
* Ability to perform tasks and fulfil responsibilities within the fixed time-frames;
* Highly motivated and committed to the values of transparency and integrity;
* Excellent spoken and written communication skills in English and Armenian.

**APPLICATION PROCESS**

The application should include the following documents:

* A letter of motivation;
* CV including minimum of 2 references from people or organizations familiar with your work;
* Estimated workload – number of days per activity (personal vision, based on an experience);
* Financial proposal (including daily/hourly rate);
* Your availability (specific dates) in the months of September and October;
* Please feel free to attach/link to your articles, blog posts or other published work on relevant topics in support of your application.

Application packages to be submitted in electronic version to [**grantsarmenia@peopleinneed.cz**](mailto:grantsarmenia@peopleinneed.cz), with **CSAs as Drivers of Change in South Caucasus and Moldova**in the subject line.

**Deadline: September 8, 2020**

Only short-listed applicants will be contacted.

**Women and men are equally encouraged to apply.**