

INVITATION TO BID FOR CONSULTANCY

1.	Title of Consultancy	TERMS OF REFERENCE (TOR) FOR ORGANIZATIONAL CAPACITY ASSESSEMENTS (OCA) & CAPACITY BUILDING/STRENGTHNING FOR TWO LOCAL PARTNERS.
2.	SCI Contracting Office	Save the Children Somalia Country Office
3.	Period of Consultancy	The assignment will be 60 days inclusive of travel.
4.	Consultant type required	Firm
5.	Responsibility for Logistics arrangements and Costs	Save the Children will pay the consultant fee in a lump sum and will not reimburse any incurred costs during the assignment. The consultants will cover their own logistical arrangements and costs, including food, accommodation, local transport and all costs associated with the training, such as printing materials, training supplies, venue rental, and any necessary equipment.
6.	Taxation Provisions	The consultant shall be responsible for all Taxes arising from the consultancy in line with the local Tax regulations applicable at the SCI contracting office named above.
7.	Security requirements	Consultant will comply with standard of Save the Children Security procedures, including the completion of SCI online security training prior to travel to Somalia.
8.	Qualification and Experience	<p>The following are the minimum requirements for the Consultant Firm to be considered for carrying out the assignment.</p> <ul style="list-style-type: none"> • A firm with multiple capacity development experts. • Experience with the USAID/USG CBLD-9 Standard Foreign Assistance Indicators • Minimum bachelor's degree in social science or equivalent experience in capacity building, humanitarian work, or related fields. • At least ten years of experience in conducting similar work (experience in partner capacity assessment and capacity building are mandatory). • Proven experience in capacity building of local NGOs, especially in humanitarian contexts. • Experience with Save the Children's Organizational Capacity Assessment tool and the Organizational Performance Index is an advantage. • Understanding of US government donor requirements. • Proven track record of building and maintaining relationships with local stakeholders, NGOs, and government entities. • Knowledge of best practices in organizational development, governance, financial management, and monitoring and evaluation.

		<ul style="list-style-type: none"> • The technical consultant should have full access to the assignment locations. • Proven Experience in conducting workshops and training sessions, with strong facilitation skills to engage participants effectively. • Fluency in English (both written and spoken). • The consultants should have report writing and data analysis skills. • The consultant must have a strong understanding of the localization agenda and its various dimensions as per the grand bargain
9.	Review Criteria	<p>The consultant must meet the above-required qualifications and experience.</p> <ul style="list-style-type: none"> ➤ Valid Registration certificate from the ministry of commerce and industry of Federal government of Somalia ➤ Valid Tax registration number & certificate from the Ministry of Finance of Federal Government of Somalia with good standing of Q2 2025 ➤ Technical proposal on how the assignment will be conducted including understanding of the purpose, OCA and capacity building methodologies, overall approach data coding, analysis, reports, and detailed work plan. 40% ➤ Relevant experience in conducting similar assignment and evidence of experience in the Somalia context. At least 2 relevant contracts to be shared (30%) ➤ Sustainability Policy: Bidder submits a comprehensive Sustainability Management Plan (10%) ➤ Detailed financial proposal with budget breakdown. (20%). <p>Overall rating out of 100 %. <i>The consultant should score 70% and above to be shortlisted for an interview.</i></p>
10.	Background	<p>Save the Children International (SCI) is a non-governmental organization whose mission is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in children’s lives worldwide. SCI has been operational in Somalia since 1951. Save the Children (SC) and its partners, Fondazione AVSI, Gargaar Relief and Development Organization, and Shaqodoon Organization launched the USAID/Bureau of Humanitarian Assistance (BHA) Adkeeysi Resilience Food Security Activity (RFSA) on October 1, 2024. The five-year program aims to provide a locally customized classic graduation approach (GA) that carefully and deliberately sequences and layers five graduation components to enable the ultra-poor to “graduate” into resilience. The primary purpose is to enable socially marginalized populations in both internally displaced person (IDP) camps and surrounding host communities to achieve resilience and sustainably graduate out of poverty. Adkeeysi will work through graduation groups to reach 298,550 participants (42,650 households (HHs)), with a focus on economically active women, and male and female youth aged 18-25, in Daynile in Mogadishu, Afgoye, and the Afgoye Corridor to achieve the goal of “extremely poor, socially marginalized populations in IDP settlements and surrounding host communities improve and maintain their food security despite shocks and stresses.”</p> <p>To enhance the effectiveness of the two local implementing partners (Gargaar Relief and Development Organization, and Shaqodoon) involved in the Adkeeysi/RFSA Activity, Save the Children plans to conduct organizational capacity assessments with GREDO and Shaqodoon and</p>

agree on capacity building/strengthening plan and milestones with each, drawing upon their strengths and moving towards greater technical and managerial capability and organizational sustainability. To do so, the selected consultant should employ Save the Children's (SC's) Organizational Capacity Assessment (OCA) tool and the Organizational Performance Index, to provide a comprehensive view of progress in line with the USAID CBLD-9 indicator.

SC's Organizational Capacity Strengthening (OCS) approach is driven by three guiding principles: (1) SC serves in an OCS facilitation role, with local partners actively participating in the design and implementation of their own capacity strengthening; (2) capacity strengthening is tailored to the individual characteristics of the partner organization; and (3) capacity strengthening encompasses multiple interventions at multiple levels of the organization to increase the likelihood of sustained impact. This initiative will enable Partners to design their own plans, which will result in stronger implementation of Adkeysi and increase their capacity to manage USAID/USG and other donor funds in the future, and most importantly to effectively support the Adkeysi Activity's objectives and deliver impactful services to their communities in a meaningful and sustainable manner in project locations. The capacity development/strengthening will provide structured training programs designed to build essential skills and knowledge within the organizations based on the identified gaps after the OCA. The Organizational Capacity Strengthening will include, but not limited to, workshops, mentorship, and practical training sessions aimed at reinforcing best practices and fostering a culture of continuous learning. Additionally, on-the-job capacity development will offer practical, hands-on support to help both local organizations implement effective solutions in real-time. This approach allows for immediate application of newly acquired skills, ensuring that partners can adapt to challenges as they arise. The capacity strengthening initiative will be provided on phase by phase over a period of two months to ensure effective participation and meaningful transfer of skills and knowledge. To make it demand driven, partners will design their own plans, which will result in stronger implementation of Adkeysi and increase their capacity to manage USAID and other donor funds in the future. Meaning, the areas of gaps should first be discussed and agreed with both local organizations to achieve demand driven capacity strengthening initiative. SC serves in an OCS facilitation role, with local partners actively participating in the design and implementation of their own capacity strengthening. This OCA and OCS initiative is critical to the overall success of the Adkeysi/RFSa initiative. By equipping local organizations with the necessary skills and resources, will aim to empower economically active women and youth, ultimately contributing to improved food security and resilience in the targeted areas of Daynile, Afgooye districts.

Overall Objectives:

The primary objective of this consultancy is to conduct comprehensive organizational capacity assessment and capacity building/strengthening for two local implementing partners (GREDO and SHAQODOON) engaged in the implementation of Adkeysi/RFSa Activity (program). This initiative aims to evaluate their existing capabilities, identify both strengths and areas of improvement, and deliver tailored and demand driven capacity building for their staff in critical areas as per the OCA findings and subsequent OCS plan to be developed. For example, this may include, but not limited to, donor Compliance and Guideline Requirement, Risk management (Aid diversions training), MEAL, governance, program quality and implementation, Operation and

financial management, Human Resource and safeguarding, adaptive management, Organizational Strategy Review and Enhancement etc.

Specific Objectives

- Conduct a comprehensive organizational capacity assessment in close coordination and collaboration of the local partners
- The consultant is expected to support GREDO and Shaqodoon in identifying critical systemic and managerial capacity gaps that hinder their ability to deliver quality services, and to develop a capacity-strengthening plan to address these needs.
- Develop a comprehensive Organizational Capacity Development (OCD) plan to address the areas for improvement.
- Design and implement targeted training programs to enhance staff competencies in key areas as per the OCS plan
- Develop training materials that are relevant, practical, and tailored to the specific needs of GREDO and Shaqodoon staff.
- Facilitate on-the-job training sessions to ensure practical application of skills and knowledge gained during the assessment.
- Establish a framework for monitoring and evaluating the effectiveness of capacity-building initiatives, tracking progress and outcomes over time.

Project/Activity Location:

The proposed activity will target two Adkeysi/RFSA local implementing partners who are based in Somalia.

Methodology:

The prospective consultancy firm are advised to propose a robust methodology to fully address the objectives and purpose of the assignment. While indicative, the methodology should be detailed with explicit narrations of how they intend to carry out the assignment. They should provide detailed activity and work plan as well as a budget and timeline for the whole assignment. The methodology should clearly speak to all the different tasks of the assignment separately and how they converge to strengthen the capacity of the partners to carry out their mandate. The methodology should show the proposed approaches to yield the desired results. The consultant firms should also justify their proposed methodology and explain why he/she/they prefer it. The consultant firm will work with the advice and directions of the Save the Children technical team mainly partnership Coordinator/Advisor.

Activities	Timeframe(days)
Develop inception report and share with SCI for review The consultant is expected to produce a comprehensive inception report detailing the following <ul style="list-style-type: none"> ✓ A detailed methodology for the capacity Assessment/capacity building and the training tools to be used during the training. ✓ The proposed team members and a description of their respective roles ✓ A complete work plan for the entire assignment period and a plan for conducting the training for the two organizations. ✓ A proposal for the final report layout. 	7

Conduct Desk review on historical data and capacity strengthening of the partners and Design data collection and conduct organizational capacity Assessment and come up with remedial action plans/ recommendations and validate the findings of the capacity assessment with the partners and agree on capacity strengthening plan.	7	
Develop a comprehensive capacity strengthening plan for each partner and engage with them to ensure that the capacity gaps identified addresses their needs and develop customized training materials to	10	
Conduct the on-the- job training program for the partner staffs and document the training sessions and outcomes.	30	
Develop a comprehensive final report summarizing all activities, lessons learnt, findings, Conclusion and recommendations of the assignment.	6	
Total of working days	60	

Expected Deliverables

- **Inception Report**-An initial report outlining the methodology, team roles, work plan, and layout for the final report regarding the capacity assessment and strengthening plans.
- **Desk Review Report**-A summary of historical data and previous capacity strengthening efforts of partners, providing context for the assessment.
- **Capacity Assessment Report**-A comprehensive report detailing findings from the organizational capacity assessment, including remedial action plans and validation from the workshop with partners.
- **Capacity Strengthening Plan and Training Materials**-A detailed plan for each partner addressing identified capacity gaps, accompanied by customized training materials designed for implementation.
- **On-the-Job Training Documentation and Final Report**-Records of the conducted training sessions and a final report summarizing all activities, lessons learned, findings, and actionable recommendations.

Reporting

The consulting firm will maintain daily contact with the SCI Partnership Coordinator/ Advisor and Award Director to manage monitoring of activities and closely follow how the consultant is conducting the assignment.

Timeframe

The consultancy work will last approximately 60 days including induction and travel days. The days will start by the date the contract is signed.

Terms and Conditions

Consultancy fee: The consulting firm will come up with his/her own rate which will be subject to negotiation within the bounds of donor requirements and set standards of SC in Somalia the consultant is expected to estimate all relevant costs for the exercise, including costs for data collectors, vehicle rent, venue, stationary, standardization test and accommodation while undertaking activities related to this assignment. As the OCA and capacity strengthening plan will be implemented on phase-by-phase approach, the payment terms will correspondingly adjusted to this timing.

Code of conduct

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards to which all staff members must adhere, and the consultant is bound to sign and abide by the Save the Children's Code of Conduct.

A contract will be signed by the consultant firm/individual (s) before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables. The firm will be expected to treat as private and confidential any information disclosed to her/him or with which she/he may come into contact during her/his service. The Consultant will not, therefore, disclose the same or any particulars thereof to any third party or publish it in any paper without the prior written consent of Save the Children. Any sensitive information (particularly concerning individual children) should be treated as confidential.

An agreement with a consultant firm will be rendered void if Save the Children discovers any corrupt activities have taken place either during the sourcing, preparation, and implementation of the consultancy agreement.

Ethics And Child Safeguarding

The consultant firm is obliged to conduct the research in an ethical manner, making sure children are always safe. The consultant firm should seek the views of various stakeholders, including children. Efforts should be made to make the research process child-centered and sensitive to gender and inclusion. The consultancy firm (s) must respect the rights and dignity of participants as well as comply with relevant ethical standards and SC's Child Safeguarding Policy and Code of Conduct. The research must ensure voluntary, safe, and non-discriminatory participation and a process of free and un-coerced consent. The informed consent of each person (including children) participating in data collection should be documented.

A contract will be signed by the consultant before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables.

Property Right

All data that will be collected should be considered as SCI properties and can't be used other purposes.

Application Procedure and Requirement Candidates (firms interested in this assignment) are expected to provide the following documentation:

- A technical proposal with a detailed response to the TOR, with a specific focus on the scope of work, methodology, and timelines.
- Initial work plan and an indication of availability.
- A financial proposal detailing the daily rate expected including accommodation, transportation, stationery, data collectors, research assistance, and all other cost related to this assignment. (Operational and consultancy fees).
- Company profile or CV including a minimum of 3 references.
- At least two previously conducted similar studies.

HOW TO APPLY:

Applications can be submitted by either:

Electronic Submission via ProSave (Recommended)

➤ Submit your response in accordance with the guidance provided in the below document:



Bidding on a
Sourcing Event.pptx

- Bidders are encouraged to apply via Ariba system. Please request the Ariba link via email sending your company profile and Business registration certificate/CV. Please address your request to apply via ProSave to css.logistics@savethechildren.org,

Electronic Submission via Protected Email box (Optional).

- Email should be addressed to southcentral.supplychain@savethechildren.org
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be “TERMS OF REFERENCE (TOR) FOR ORGANIZATIONAL CAPACITY ASSESSEMENTS & CAPACITY STRENGTHNING OF TWO LOCAL PARTNERS. as the subject”
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.

Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

➤ Your bid must be received, no later than 5th June, 2025.

Bids must remain valid and open for consideration for a period of no less than 60 days.

All proposals should be submitted as per the above procedure