

ORGANISATION CAPACITY STRENGTHENING CONSULTANT

FUTURE RESILIENCE AND DEVELOPMENT FOUNDATION

FRAD Foundation participated in a shifting power project Led by Save the Children International and Funded by Cedar from November 2022 to March 2023, the project is aimed at strengthening institutional capacity of national organization using the interagency localization tool kit with specific target to UNICEF Led Cluster Education, Child protection, Nutrition and WASH. During this period,

FRAD participate and benefit from various capacity building and gap identification activities through the organizational capacity assessment tool. With support from the ICS consultant, the OCA tool was administered FRAD and led to the development of organisation capacity development plan for FRAD to strengthens the internal system of the organization looking at critical areas of weakness from the OCA tool and OCD plan.

FRAD will be receiving a learning Grant under the second face of the project to support FRAD to implement its organization capacity development plan in various domain of Governance, Finance, Human Resource, MEAL, Resource Mobilization, Operation and Communication as well as capacity development activities for FRAD staff and Board members for strategic leadership. These interventions will be supported by the development of a fully integrated policy and strategic plan development for the organization.

Purpose of the consultancy

The organizational capacity development consultant must have extensive experience working with development/humanitarian institutions including Nigerian non-governmental organizations and Community Based Organizations. The firm's role will be crucial in helping FRAD strengthen its internal systems, optimize resource utilization, and ensure alignment with its strategic goals. The firm will thus facilitate a directional exploration of FRAD institutional capacity strengthen across focus areas of Governance, Finance, Human Resource, Operations, Resource Mobilization, Communication and above all Programme. Furthermore, this will include assessing the existing governance structures, financial and accounting system, compliance mechanism, donor engagements guide, partnership management, gender analysis, do no harm policies, term of reference for board members employed by FRAD and provide support for the development and deployment of the

identified strategy, tools, policies and standard operating procedures.

Scope of Work

Particularly, this engagement aims to achieve tangible outcomes and provide ongoing technical assistance to the organization's team. In this engagement, the scope of work is divided into two main components: Tangible Deliverables and Oversight Technical Assistance.

Tangible Deliverables:

This component focuses on tasks that will result in concrete, measurable outcomes from the side of the consultant. Here it is expected that the consultant will provide specific training and procure software and equipment. These deliverables contribute to the organization's immediate capacity building needs and directly enhance its operations. For example, the consultant will deliver training sessions on various topics, such as finance, governance, human resources, and program development, which will empower the organization's team with new skills and knowledge.

1. Finance

1. Procurement, Installations, of a 3-year License Financial Software (QuickBooks) including staff training and provision of technical assistance over time.

2. Governance

1. Provides Training for both the BOT (Board of Trustees) and management staff on strategic plan development.
2. Provides Policy Training Development for both Management Staff and the Board of Trustees (BOT)
3. Provide training and orientation sessions for both new and existing board members to familiarize them with their roles and responsibilities.

3. Human Resource

1. Conduct training for Operations staff members to enhance their understanding of job
2. Deliver focused training on the development of strategic plans and how to link them effectively with various programs

4. Resource Mobilization

1. Provide training sessions for both Board Members and staff members to enhance their skills in Resource Mobilization and Advocacy.

Oversight Technical Assistance:

This component involves the consultant providing ongoing guidance and support to the organization as it implements its initiatives.

Through this component, the consultant will assist in developing strategies, policies, and systems, and will oversee coordination meetings and branding efforts. Unlike the tangible deliverables, which are discrete tasks with clear endpoints, oversight technical assistance involves the consultant's expertise being available to the organization over a defined period to ensure successful implementation of the initiatives.

1. Communication

1. Provide support to the Senior Management Team (SMT) in formulating a communication strategy adhering to social ethics.
2. Provide guidance to the communication unit in revising and ensuring consistency in branding, as well as creating a policy for it.

2. Governance

1. Offer technical expertise to the Board of Trustees (BOT) in formulating the strategic plan for 2024-2026.
2. Assist the BOT in understanding the process of filing annual returns with the Corporate Affairs Commission (CAC).

3. Provide guidance to the BOT in revising its Constitutions and Bylaws to align with current realities.
4. Provide technical support to the BoT in the creation of new Terms of Reference (ToR).
5. Supervise and provide direction for the development of a Compliance checklist.
6. Guide the Finance, Risk, and Audit Department (FRAD) in the procedure for adding new Board Members with the CAC.
7. Assist in launching FRAD's strategic plan for 2024-2026.
8. Offer technical advice for printing and displaying the organization's Mission, Vision, and Values statements across all FRAD offices.
9. Provide support and guidance on registering the organization and its staff for Group Life Insurance.
10. Offer guidance on selecting the best-performing insurance company for organization registration.
11. Guide both the Senior Management Team (SMT) and the BoT in reviewing the Board of Trustees' Terms of Reference (ToR).
12. Assist in facilitating stakeholder consultations for the development of the Strategic Plan.

3. Human Resource

1. Support the Human Resource department in establishing a mechanism for monitoring and recording staff development advancements.
2. Provide guidance to the Human Resource department) in formulating a template for an organizational development plan.
3. Offer guidance to the Human Resource department in the process of updating the HR policy to adhere to leading standards and best practices concerning performance evaluations.

4. Programme

1. Guide All FRAD managers to take online course on PMD

2. Offer guidance and technical assistance in designing a “Do No Harm” policy.
3. Provide guidance and technical support in the creation of gender analysis tools.
4. Assist in the development of a Grant and Partnership Policy, offering both guidance and technical support.
5. Provide guidance and technical support in creating a RACI diagram for all FRAD staff.
6. Resource Mobilization
7. Guide and provide technical support to develop donor engagement strategy with actions and profiling various potential Donors

Deliverables

As identified, all products and services on both tangible and oversight technical assistance will be considered as deliverable. However, the consultant will broadly provide the following as deliverable.

1. Assessment report ahead of implementation
2. Develop training programs and modules.
3. Deliver on-site training session.
4. Provide training materials and related documents.
5. Provide technical guidance
6. Present final assessment report.

Work plan

Though this task is phased, however, it is expected that the services might cross over the time of implementation. For simplicity of tracking, progress will be measured across three milestones with these broad actions as expectations or each milestone. The entire consultant should span 20 working days, in an event consultant could not complete the mission within the specified days, justification for extension will be required.

Qualification and experience of the service provider

The consulting firm or individual must provide evidence of expertise in the area of

Organization capacity development.

Lead consultants:

At least 5 years in handling similar projects in international, National private or public sector.

The lead expert shall hold a Master of Business Administration, Strategic Planning, or Finance

Strategic Management. A certification will be an asset.

Team members

The consulting firm must provide a minimum of one consultants as team members.

Teams members must carry at least an MBA or any others university degree. They Must have a minimum of 3 years' experience in the area of Organizational Capacity Development or Strategic Management Planning.

Confidentiality and Property Interest

During and after the assignment, the Consulting firm is prohibited from revealing or permitting the revelation of any proprietary or consultancy-related information without obtaining written consent beforehand. Any materials and documents created by the consultants for the assignment will be considered the property of FRAD in terms of proprietary interests.

Application materials:

Interested parties should submit a concise proposal for how the work will be carried out; Interested applicants are encouraged to submit their bids alongside detailed proposals, indicating their work schedule from the commencement to the end of the consultancy.

Included should be technical approach and suggested timeline (maximum 4 pages);

Case studies of previous experience of strategic plan development planning (maximum 1 pages);

Budget for work to be undertaken (submitted in a single Excel worksheet and broken down into personnel, fees, travel and others;

Confirm Start date;

Any restrictions on consultant availability to travel during the contract.

How to apply

Application Method and timeline

Proposals should be submitted

to: hr.admin@fradfoundation.org with info@fradfoundation.org in copy with the subject line

“EXPRESSION OF INTEREST FOR ORGANIZATIONAL CAPACITY DEVELOPMENT CONSULTANT”

Application deadline: 10th November 2023.

Short-listed applicants may be invited to attend a video conference interview immediately after proposal and profile review in November

Method of consultancy (online and Physical) Consultant must specify fees for service done remotely per day and physical.

Any questions should be sent to the email address above with “Organizational capacity strengthening Consultancy” in the subject line

FRAD is an equal opportunity employer and does not discriminate base on gender, race, ethnicity, religious belief or disability, Women are strongly encouraged to apply.