25th January 2023

TORs FOR: INSTITUTIONAL CAPACITY ASSESSMENT AND IMPROVEMENT

1.0 Background:

1.1 Soroti Catholic Diocese Integrated Development Organization (SOCADIDO) has received funding from Sign of Hope (SoH) to implement a 39-months’ (01.12.2021 – 28.02.2025) Project titled Establishment and institutionalisation of a Multi-Actor Partnership platform to improve agribusiness for economic viability and improved living standards for smallholder farmers in Teso sub-region in Eastern Uganda.

The project is located 5 districts and 1 city covering 10 Sub-counties and 4 wards. These include: Magoro and Getom Sub-counties in Katakwi district, Alito and Akoromit Sub-counties in Kapelebyong district, Kobuin and Mukura Sub-counties in Ngora district, Ocokican and Awaliwal Sub-counties in Soroti district, Alwa and Aperkira Sub-counties in Kaberamaido district, and Agama, Amen, Aloet and Opuyo wards in Soroti city.

The project targets 3,600 farmer households and aims at the establishment and institutionalization of Agribusiness Prowess (MAP-SFAP) for sustainable economic viability and improved living standards of rural households in the target Sub-counties/wards by 2024. As such, it is deemed necessary to undertake institutional capacity assessment for the core group and selected ADEFO members from the broader group to identify the gaps and training needs. The capacity assessment will be conducted using a consultative approach to enable the ADEFO members to gain leadership potential and take active part in ADEFO activities during and after the project period.

1.2 SOCADIDO is seeking the services of a consultant to conduct institutional capacity assessment, and develop improvement plans for the core and broader ADEFO member organizations for specific identified needs as well as to connect them with other institutions. A two-day workshop will be conducted for the target organizational staff. The purpose of this activity is to ensure that relevant knowledge and skills are imparted to staff so that the project will be implemented according to the set guidelines.

2.0 Project Results:

2.1 Impact:

Contribution to improving the socio-economic situation of smallholder farmers through establishing and institutionalizing a multi-actor partnership and developing institutional capacities of key actors to sustainably maintain the established structure.
2.2 **Overall Objective:**
To strengthen the capacities of the organizations involved in the implementation and operationalization of Ateker Development foundation –MAP in Teso sub-region.

2.4 **Project activity output:**
The different outputs as per this project activity is to:
- The capacities of the 9 core and 6 broader group members in leadership and project implementation enhanced.
- 2 day workshop held for 15 organizations.

2.5 **Key partners:**
The key actors involved in this activity include the core and broader organizations of ADEFO including district and sub-county local governments, civil society and non-governmental organizations, the cultural union, religious institutions, research and academic institutions, private sector players, professionals, and media agencies.

3.0 **The objective of institutional capacity assessment**
- To identify organizational capacity gaps.
- To address organizational capacity needs as well as connect them to other institutions.

4.0 **The activity scope:**
The activity shall be conducted for the core and the broader group members. The activity will consider 9 core group members and 6 broader members implementing ADEFO – MAP project. A two-day workshop to develop improvement plan to address organizational capacity needs will be conducted in Soroti city. A total of 24 participants will attend the training workshop that will be organized by the ADEFO – MAP project.

5.0 **Methodology:**
The consultant will develop a needs assessment tool to help identify the existing organizational capacity gaps so as to help strengthen the implementing actors to exhibit leadership potentials and deliver the expectations of the Ateker Development Foundation platform.

6.0 **Required of the consultant:**
**Documents:** The Applicant shall, in particular ensure to attach the following:

6.1 **Technical Proposal**
a) Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
b) Relevant Experience (max 2 page).
c) Detailed methodology and conceptual framework with expected deliverables, i.e. timeline to get the documents ready for ratification (2-3 pages).
d) Recent Curriculum Vitae
6.2 Financial proposal
The financial proposal shall specify a total sum amount, with a breakdown of costs for fee and travels.

Required expertise and qualifications:
- A relevant academic qualification in the field of organizational capacity development or any other related field.
- At least some work experience demonstrated in conducting capacity development and improvements.
- Demonstrated experiences and skills in facilitating stakeholder/working group/consultations.

Criteria for Selection of the Best Offer:
The evaluation of the consultant will be based on Combined Scoring method; where the qualifications and methodology is given 70% weightage and financial offer will be given 30% weightage. Only a consultant meeting a minimum of 50 points under technical evaluation would be considered for the financial evaluation.

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<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum points</th>
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<tbody>
<tr>
<td>Technical (70 %)</td>
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<td>Demonstrates knowledge on organizational capacity development.</td>
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<td>Experience and skills in conducting research and documentation, especially in the field of organizational capacity assessment</td>
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<td>Demonstrate experience and skills in facilitation/consultation and coordination skills among relevant stakeholders</td>
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<td>Methodology, activities, Work plan, experience and skills etc.</td>
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<tr>
<td>Financial (30 %)</td>
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<td>Total (100%)</td>
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7.0 Duration:
The assignment is required to be complete within 15 consultancy days, and a further 2 days for the capacity evaluation and assessment workshop.

8.0 Reporting:
A comprehensive report shall be submitted to the Diocesan Development Coordinator SOCADIDO within 7 days after activity implementation. The report should be easily understood and conceptualized by the ADEFO members.

10. Submission of Bids:
The consultant is required to submit a technical and financial proposal for the internal organizational capacity assessment to the Diocesan Development by February 8th 2023.