



Consultancy assignment – Mapping and Developing Capacity-building materials for “Nazaha” EU support to social accountability and empowering Civil Society for better governance project Terms of Reference (ToR)

Title:	Consultancy assignment – Project Baseline
Total number of consultants	Pool of consultants
Project	“Nazaha” EU support to social accountability and empowering Civil Society for better governance project Terms of Reference (ToR)
Deadline of application	Monday December 5, 2022

Subject: Request for Quotations

Al Hayat Center - RASED invites you to participate in this competitive solicitation for pricing, delivery, and terms of potential sale on the following products/services for its Nazaha Project.

About Al-Hayat Center - RASED

Al Hayat Center - RASED is a non-governmental civil society organisation. Al Hayat aims to promote accountability, governance, public participation and community cohesion in Jordan and the region within the framework of democracy, human rights, and the rule of law, taking into consideration gender mainstreaming in public policy and action. Al Hayat works through two main programmes: Accountability, Local Governance and Participation (RASED; The Observer) programme and Tamasok Community Empowerment programme.

Background Summary:

The “Nazaha” EU and AECID co-funded project seeks to enhance integrity and social accountability in Jordan for better public sector performance and responsiveness to citizens’ needs by bridging the gap between government and civil society. It aims to position CSOs/CBOs as credible and legitimate partners for the government, notably by strengthening their capacities and internal governance and empowering them to hold the government accountable at the local and national levels.

The project is divided into three components;

1. Enhancing Social accountability based on developing a capacity-building scheme and standards of accountability addressing CSOs and CBOs,
2. Enhancing social accountability targeting CSOs, CBOs, and youth through building their capacities and enhancing their ability to play a role on the policy-making processes, and
3. Adopting a participatory approach at all levels of the development processes, to allow citizen’s contribution on transparency and accountability.

As part of component 2, the project will aim to empower local CSOs and CBOs to enhance social accountability and public participation at the local level, to improve citizens’ scrutiny of government action. This support will consist of two parts:

1. Mapping social accountability and public participation tools, and support CSOs/CBOs capacities and skills to conduct social accountability initiatives.
2. supporting selected CSOs/CBOs to implement social accountability and public participation initiatives through sub-grants.

Purpose of the consultancy:



The selected consultant(s) will be responsible for mapping ongoing and previously implemented social accountability initiatives by CSOs/CBOS at the local and central levels in Jordan and, if relevant, in other countries. The results from this mapping study will then inform the consultant(s) in the elaboration of a manual of tools, as well as training modules to build CSOs/CBOs' capacities to conduct social accountability and public participation initiatives.

This assignment covers preparatory work to facilitate the implementation of sub-granted initiatives by local CSOs/CBOs, which will conduct initiatives at the local level to enhance social accountability and public participation and will benefit from a tailored coaching program.

The objectives of the assignment are to:

1. Prepare an overview of initiatives to enhance social accountability and public participation.
2. Identify best practices, possible challenges and most efficient tools and instruments.
3. Develop modules and materials for an online and offline capacity-building program for CSOs/CBOs to strengthen their capacities in supporting social accountability and participation at the local level.

Time schedule and deliverables:

Deliverables

In particular, the NAZAHA project is seeking support for the following deliverables:

1. Inception report

The consultant(s) will submit an inception report detailing the methodology for all deliverables of this assignment, including:

- Background and context of the assignment
- Objectives and mapping questions
- Mapping methodology
- Data collection method and tools
- Aspects that will be analyzed
- Types and pedagogical methodology for capacity-building materials and modules
- Detailed workplan and timeline for the project

2. Mapping of social accountability and public participation initiatives

The consultant(s) will develop a mapping report detailing ongoing and previously implemented initiatives in Jordan to strengthen social accountability and public participation at the local level. This report should:

- Review Social Accountability & Public Participation initiatives implemented in Jordan and, if relevant, some innovative initiatives in other countries. Such initiatives could include monitoring projects on the local and central level, such as social audits, community scorecard, citizen reports, election monitoring, parliament monitoring, etc.
- Analyse best practices, lessons learned, skill gaps, challenges (especially related to the legal and operational framework)
- Assess the legal conditions and challenges associated with each tool
- Identify the most efficient tools and instruments in the Jordanian context.

Based on previous experiences, the mapping report will include a section detailing the pre-requisites, criteria and needed capacities for CSOs/CBOs to design and conduct SA & PP initiatives, highlighting skill and organizational gaps.

3. Manual of tools and instruments

Based on results presented in the mapping report and discussions with Al Hayat-RASED, the consultant(s) will develop a manual of tools and instruments to enhance social accountability and public participation. This practical and didactical document should include:

- A general methodology for the most relevant tools identified in the mapping report.
- Practical guidelines on how to replicate these experiences. It would notably detail the context, content, pre-requisites, best practices, common challenges (including legal, regulatory, and operational challenges), and recommendations for the implementation of each tool/instrument. It would also include a short description of the purpose and operational requirements for each tool,

4. Capacity-building materials and modules

Building on the common needs and challenges faced by Jordanian CSOs and CBOs identified as part of Component 1 of the project, and on the specifications of social accountability tools and instruments, the consultant(s) will design coaching materials and modules. These will constitute the basis for an online and offline capacity-building scheme, with the objective of supporting local CSOs and CBOs to implement initiatives aimed at strengthening social accountability and public participation. The coaching programme will include:

- Materials for technical workshops include 4 to 6 modules to coach selected CSOs on the implementation of SA and PP initiatives. These workshops will address technical considerations related to the implementation of the selected tools.
 - o Training modules will be built on the manual of tools and instruments (deliverable 2) and will include practical sessions, case studies and exercises to equip CSOs/CBOs with knowledge and capacities to replicate them.

The consultant(s) will also participate in a validation session with experts to review and adapt the capacity-building modules.

Specifications

With the exception of Deliverable 3, all deliverables of the project will be developed in English. For each deliverable, the consultant(s) will share a skeleton and a preliminary version, which will be discussed and validated by the project team. Upon validation of each deliverable, the selected consultant(s) will be responsible for preparing a final version in both English and Arabic.

With regards to Deliverable 3, the consultant(s) will develop the training modules and materials in Arabic only and will prepare a summary document in English presenting the main objectives and the overall methodology of the modules once the final version will be approved.

With the exception of the adaptation of the training materials, all deliverables should be finalized by 28th February 2023, according to the tentative schedule below.

Timeline

The following is an indicative timeline of the proposed major milestones of the assignment:

	Milestone	Date
Deliverable 1: Inception Report	Initial Inception report	14 th December 2022
	Final Inception report	26 th December 2022
Deliverable 2: Mapping	Preliminary version (in English)	5 th January 2023
	Final version (in English)	15 th January 2023
	Arabic version	31 st January 2023
Deliverable 3: Manual of tools	Preliminary version	30 th January 2023
	Final version	10 th February 2023



	Arabic version	28 th February 2023
Deliverable 4: Capacity-building materials and modules	Preliminary version	15 th February 2023
	Final version	28 th February 2022
Reporting	Final Narrative and Financial Reports	10 th March 2023

Reporting

The selected consultant(s) commits to maintain a frequent and transparent communication channel with Al-Hayat Center-RASED and will share weekly updates in addition to a weekly meeting (online/offline) with the project team. The consultant(s) will also prepare a final narrative report, summarizing all aspects of the assignment, detailing lessons learned and formulating recommendations for the next steps of the project.

Any suggested change to the above list of deliverables and tasks will have to previously be agreed upon with the project team.

Desired profile and qualifications of the consultant(s):

- Master's degree in development studies, Social Studies and/or other related fields .
- At least 15 years' experience working in the international development sector.
- Previous experience related to the field of social accountability and public participation, preferably in Jordan, for International and National organizations.
- Previous experience in designing capacity-building materials and modules on the fields mentioned above.
- Fluent English and Arabic skills (written and verbal) required.
- Familiarity with Jordanian context is essential.
- International experience and staff are preferable
- Ability to take constructive feedback.
- Ability to juggle competing priorities, meet demanding deadlines and work under pressure in a limited timeframe.

Criteria for Selection

The evaluation of each response to this RFQ will be based on the vendor's demonstrated competence, compliance, format, and organisation. The purpose of this ToR is to identify service providers that have the interest, capability, and financial strength to supply Hayat Center - RASED with the service requested.

Selection will be based on price, quality of service, and vendor experience. All quotes will be evaluated and scored based on the following criteria:

- Price – 20%
- Delivery Time – 20%
- Consultant(s) Experience – 40%
- Similar project(s) experience - 20%

Applications:

- A CV (maximum 3 pages) for each team member
- Past performance references for similar assignments with an expression of interest detailing how skills and experience fit the criteria (maximum 1 page).
- Example of previous work, ideally for International Organizations
- Cost proposal, in Euros, including all costs necessary to complete the assignment, and distinguishing (at a minimum) between:



- Individual consultants' number of days and daily professional fee rates.
 - Other costs to be specified.
 - Confirmation of availability for this assignment duration.
- Applications without all components will not be considered.

Procurement Policy

- Interested parties should submit financial proposal & technical Offer in two separated envelopes.
- Each envelop should be labeled by the ToR title ***“Consultancy assignment – Baseline/inception for Mapping and Developing Capacity-building materials for “Nazaha” Terms of Reference (ToR)”***
- The two envelopes (Financial & Technical) should be submitted in one sealed envelope, also including a USB device containing soft copies of the offer
- Envelop should be submitted by hand to Al-Hayat – RASED offices or by post on the following address:
 - Amman- Jordan
 - King Abdullah II, Al-Barak II Complex, Second floor
 - Attention to Mr. Hamza Al Husban.
 - Office number: +96265826868
- Applications to be sent by COB Monday December 5 2022 @ 5:00 PM.