

## Terms of Reference

### Consultant for CPDE's 2023 Organisational Capacity Assessment (OCA)

#### Introduction

The CSO Partnership for Development Effectiveness (CPDE) is an open platform that unites CSOs from around the world on the issue of effective development cooperation (EDC). It strives to make development more effective by empowering CSOs working on the ground and working to reshape the global aid architecture. Through its advocacies and messages, CPDE brings together CSOs, as well as thematic groups and sectors, from different countries. At the moment, CPDE's membership covers six (6) geographic regions and eight (8) sectors. Its work is guided by four (4) advocacy priorities complemented by task forces to provide policy expertise and lead advocacy engagement.

CPDE has embarked on a program to promote the universal application of EDC for the Sustainable Development Goals (SDGs) and advance CSO Advocacy and Capacity on EDC and Partnerships. Through these actions, CPDE aims to contribute in strengthening development partnerships as the means of implementation of the 2030 Agenda by promoting an enabling environment for CSOs. This objective necessitates increasing CSO capacities to engage in development partnerships to generate broad support for EDC among other actors (e.g. sectors, private sector actors especially social entrepreneurs and other CSOs outside of CPDE). CPDE also builds on from its previous programmes through its current country initiatives framework.

Based on the current programme, CPDE's strategic plan and a platform-wide constituency capacity development assessment in 2019-2020, major capacity development initiatives were to equip the members of the platform especially those working at the regional and country levels including: 1) development of handbooks and training modules for monitoring development projects and initiatives (Observatorio), for project and network management and for dialogue with development partners and donors, 2) regional trainings on project and network management, 3) learning sessions on dialogue with development partners, 4) global training and workshop on regional and national Observatorio, 5) global CSO Training on Social Enterprise in Development Cooperation and Outreach to Other Actors, 6) global communications workshop on CPDE's strategy and branding and on digital communications and 7) self-assessment of CSOs implementation of the Istanbul Principles.

At the end of the programme, CPDE expects to have the following results: 1) Strengthened country-level mechanisms for EDC engagement; 2) Reinforced application and recognition of CSO DE principles; 3) Increased awareness of development actors on EDC principles application in crisis situations; 4) Improved engagement of CPDE members in development partnerships; and, 5) Increased support of other development actors (private sector especially social entrepreneurs, country governments, and non-CPDE members) to civil society and its positions.

## **1. Rationale and Objectives of the Project**

The 2023 Organisational Capacity Assessment (2023 OCA) aims to determine how members of CPDE have contributed to the overall and specific outcomes of the programme. This assessment will also be a basis for the platform to further support capacity building needs of its members, constituencies and country focal points.

Specifically, the 2023 OCA aims to:

- a. Assess the current capacities of CPDE members, constituencies and country focal points in relation to meeting the platform's programme objectives;
- b. Assess the contribution of the programme objectives to CPDE's strategic objectives;
- c. Assess the results of CPDE's capacity development initiatives and compare the current capacities of the platform with the results from the 2018-2019 OCA;
- d. Identify areas of strength and good practices of the platform in relation to capacity development; and,
- e. Identify areas for improvement and recommendations for capacity development in the immediate and medium-term

CPDE will require the services of an external consultant/expert (or a team of consultants/experts) for this undertaking. The said project complements CPDE's country-level initiatives on development partnerships dialogue.

## **2. Outputs of the project:**

- a. A report consisting of an executive summary, background, methodology, analysis of findings, an indication of programme contribution, lessons learnt, and conclusions. The report must present:
  - A capacity development assessment of the current CPDE members, constituencies, task forces, and country focal points (based on a sample);
  - An analysis of the programme objective's contribution to CPDE's strategic objectives;
  - A comparison/evaluation of the CPDE's capacity from the last OCA (2018-2019);
  - A regional disaggregation of the findings and corresponding analysis; and,
  - Identification of capacity-building needs of regional and sectoral constituencies, task forces, and country focal points on policy advocacy, engagement and communication, and alliance-building and collaboration in relation to EDC

## **3. Responsibilities of the Consultant**

- a. Prepare and submit an inception report which includes a research design to assess the current capacities of the platform based on the outcomes referred to in the framework (see Annex) that is comparable to previous OCAs and a work plan/implementation plan

- b. Design, pre-tests, finalise and launch (including upload, as applicable) instruments
- c. Conduct interviews, as applicable
- d. Process and analyse gathered data
- e. Draft the report and visualisation of major findings
- f. Validate, revise and finalise report
- g. Present report to the Global Secretariat and as necessary to the platform (respondents)

The consultant is expected to work closely with the Capacity Development Coordinator and the PME Manager.

#### **4. Responsibilities of the CPDE Global Secretariat**

- a. Provide the Consultant documents relevant to the study
- b. Facilitate interviews, as necessary
- c. Disseminate instruments, as necessary
- d. Provide support for pre-testing
- e. Provide support for finalisation of instruments and sampling
- f. Translate final instruments
- g. Communicate initially to target respondents
- h. Facilitate the process of validating and finalising the report
- i. Facilitate the presentation of the report to the platform, as necessary

#### **5. Qualifications of the Consultant/s**

The Consultant must have the following credentials:

- a. Academically trained in any relevant social sciences
- b. Minimum of five (5) years of experience in working with CSOs and cross-cultural working environments
- c. Experience in programme evaluation or capacity assessment work
- d. Proven strong research skills
  - i. Proficiency in research design, research report writing, and source analysis.
  - ii. Proficiency in data analytics, statistics, or survey design.

#### **6. Requirements**

Interested applicants must submit:

- a. Expression of interest (EOI);
- b. Updated curriculum vitae (CV) and consultancy portfolio, if available; and,
- c. Consultancy proposal including budget

#### **7. Selection**

Selection will be based on an open and competitive bidding process. Interested applicants with the capacity to execute the scope of work described above should submit a detailed proposal, including a methodology and workplan, along with a rationale as to why it would be the best way to carry out the scope of work. The information provided in the scope of work is not prescriptive and the CPDE

remains open to interested bidders elaborating and presenting what they consider to be the most appropriate methodological approach and work plan to achieving the desired results.

**Selection criteria:**

- Cost – 20%
- Quality of the proposal including methodology and workplan – 60%
- Relevant experience – 20%
- *Familiarity with the theme of effective development cooperation and CSO capacity development*
- *Evidence of capacity and reliability: based on CPDE’s past positive experience with bidder, or references from other organisations or evidence of similar contracts in the past.*

**8. Indicative timeframe**

The proper is expected to run from September to December 2023.

<b>Deadline of Activities</b>	<b>Indicative schedule</b>
Submission of EOI, CV, portfolio and proposal	15 September 2023
Announcement of selected consultant	25 September 2023
Contract signing and meeting	2 October 2023
Submission of Inception Report (includes revised design, work plan, results of documents review, sampling, instrument including translation)	18 October 2023
Acceptance of Inception Report	23 October 2023
Data gathering and processing	24 October- 17 November 2023
Data analysis	24 November 2023
Submission of Draft Report	8 December 2023
Acceptance of draft report	11 December 2023
Submission of final Report	15 December 2023

**9. Terms of Payment**

Payment will be made in the following tranches upon completion of the following milestones:

Submission and acceptance of Inception Report	40%
Submission and acceptance of Draft Report	40%
Submission and acceptance of Final Report	20%

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a better world tomorrow*

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