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## **Terms of Reference for the Recruitment a Consultant to Carry Out an Organisational Capacity Assessment**

### **1. Background**

Nkong Hill Top Association for Development (NADEV) is a Cameroonian non profit organisation, with headquarters in Buea (authorization No. 367/G37/D.14/1/VOL/T/TBAPP). It is dedicated to improving the quality of life of the underprivileged, especially women and youths.

NADEV is currently implementing a project titled “Gender Transformative Education for Adolescents Girls in the south west Region” supported by IGNITE and its funding partners. NADEV is seeking the services of a consultant to carry out an Organisational Capacity Assessment of NADEV and its project partner, BETA.

The consultancy should lead to a strengthening of the organisations so that they may more successfully achieve their goals.

### **2. Objective of the Consultancy**

This consultancy aims to conduct an Organizational Capacity Assessment (OCA) for NADEV and BETA]. The consultant will support our organization in identifying key strengths and areas of improvement in the following areas:

- Governance and leadership
- Strategic Plan Review
- Program management
- Financial management
- Monitoring and evaluation
- Resource mobilization
- Human resources
- Stakeholder engagement
- Advocacy and communications

### **3. Scope of Work**

The consultant will be expected to :

- Conduct an initial review of NADEV and BETA' operations, structure, and processes.
- Facilitate participatory workshops with staff, board members, and key stakeholders to gather input and insights.
- Assist in revising the strategic plan
- Develop tools and surveys as needed to assess organizational capacity in key areas.
- Analyze the findings and draft a comprehensive Organizational Capacity Assessment report.
- Present the findings to the organization and offer recommendations for capacity strengthening.
- Support the organization in developing a capacity-building action plan based on the assessment results.

### **4. Deliverables**

The following deliverables are expected from the consultant:

- Inception report detailing the approach and methodology.
- Organizational Capacity Assessment report, including:
  - Executive summary
  - Detailed assessment of key capacity areas
  - Identified strengths and areas for improvement
  - Recommendations for capacity strengthening
- Capacity-building action plan with specific, measurable, and time-bound objectives.
- Revised strategic plan
- A final presentation to the organization's leadership team.

### **5. Duration and Timeframe**

The consultancy is expected to last 22 days within the period starting from 15th November 2024 to 20th January 2025. The consultant will be required to complete all tasks and submit the final deliverables by the 31st January 2025.

## **6. Qualifications and Experience**

The ideal consultant will possess the following qualifications :

- A minimum of 5 years of experience in organizational development, capacity building, or a related field.
- Proven experience conducting Organizational Capacity Assessments, preferably with grassroots organizations or civil society organizations.
- Knowledge of participatory approaches and tools for capacity assessment.
- Strong analytical and report-writing skills.
- Experience working in the South West Region is an asset.
- Fluency in English Language is preferred.

## **7. Application Process**

Interested consultants are invited to submit the following:

- A technical proposal outlining their understanding of the assignment, proposed methodology, and work plan.
- A financial proposal detailing their fees and any anticipated expenses.
- A CV and/or company profile highlighting relevant experience.
- Contact details for at least two references from previous similar work.

Applications should be submitted to The CEO NADEV by email:

[info@nadev.org](mailto:info@nadev.org) by 5pm latest on the 31st October 2024.

## **8. Selection Criteria**

The selection of the consultant will be based on the following criteria:

- Relevant qualifications and experience.
- Understanding of the assignment and proposed methodology.
- Cost-effectiveness of the financial proposal.
- Availability within the proposed timeframe.

**9. Reporting Line**

Throughout the consultancy, the consultant will report directly to the CEO of NADEV but will be required to collaborate closely with the international consultant coordinating the process at the level of the IGNITE funding partners

**Signed. 24th October 2024**



**Vincent Folefac Anu**

**CEO NADEV**