



Terms of Reference

ASSESSMENT OF ORGANIZATIONAL CAPACITY NEEDS & DEVELOPING CAPACITY BUILDING PLAN(CBP)

1. BACKGROUND

Umunthu Plus (UP) is a Malawian Non-Governmental Organisation (NGO) founded in 2015 by a group of young women primary school teachers. Our vision is “Empowered, Resilient, and Just Communities.” Our mission is to empower communities by ensuring women, children and vulnerable population have access to quality healthcare, education, sustainable livelihoods, and skill development through an inclusive-centered approach.

UP thematic areas of focus include human rights promotion and protection, sexual and reproductive health rights (SRHR), education, climate change resilience, HIV and AIDS prevention, and improving overall livelihoods of community members.

We believe in being the local solution to champion community-led development, ultimately empowering communities to address their own challenges with sustainable, long-lasting solutions and local investments.

Umunthu Plus would like to strengthen the organizational capacity for the proper implementation of the programs. The Organization will work with a consultant to identify opportunities where additional investments in capacity building will drive organizational change to produce sustainable results.

A Capacity Needs Assessment (CNA) will be required to identify and understand the organization’s capacity assets and needs. This will involve identifying capacity that is already in place to determine opportunities and constraints to the achievement of clearly identified results. A Capacity Building Plan(CBP) will be developed on the basis of findings from the assessment. The CBP should provide a clear pathway to achieve the expected results.

Umunthu Plus is seeking the services of individual/ firm consultant who will work in close collaboration with Umunthu Plus management to undertake their CNA and develop a CBP. The Consultant is needed assess in the following areas:

- Governance
- Human resource
- Finance
- Programme
- Cooperation's
- Communications
- External relations
- Resource mobilization etc.

2. OBJECTIVE AND SCOPE

The overall objective of the consultancy is to conduct a Capacity Needs Assessment to identify areas for organizational improvement to achieve sustainable results. The expected results should be well defined because it determines the purpose and direction of the capacity building effort.

The Capacity Needs Assessment will provide the basis for defining a Capacity Building Plan (CBP) to achieve the expected results. The Capacity Building Plan should clearly define the change process that will lead to improvement in capacity to achieve results. The Capacity Building Plan should include activities to be undertaken, budget, and indicators to measure progress towards results.

3. METHODOLOGY OF THE CAPACITY NEEDS ASSESSMENT

The Capacity Needs Assessment should be participatory and consultative. The consultant should conduct the needs assessment using a methodology developed in partnership with Umunthu Plus. It is expected that the assessment will be built around self-assessment processes as well as broad consultation to help validate, expand and improve the range of information collected.

The capacity assessment framework should recognize the multiple dimensions of capacity in relation to each other as well as to the expected results. This approach ensures that capacity building should go beyond individual capacity (relevant skills and abilities) to include organizational capacity (governance, structures, processes, etc.) as well as the broader context and environment within which the organization functions.

4. ROLES AND RESPONSIBILITIES

4.1 Consultant

The consultant will be responsible for designing and delivering the capacity needs assessment report and capacity building plan.

4.2 Umunthu Plus

The Consultant will be contracted by Umunthu Plus. UP will have responsibility for the overall management of the Consultant and this will include; developing and finalizing the terms of reference, reviewing and finalizing the methodology and monitoring the delivery of milestones.

5. KEY DELIVERABLES

1. An inception report including a work plan, detailed methodology, report format and timeline, to be submitted within 7 days from the commencement of the assignment.
2. Facilitation of a validation workshop, to be conducted within 10 days after presentation of the inception report; and
3. A consolidated report which includes findings of the capacity needs assessment and agreed capacity building plan, to be submitted within 5 days after the validation workshop.

6. DURATION AND TIMEFRAME

The duration and timeframe will be aligned to the key milestones in the table below:

#	Key Tasks	# days	Location
1.	Desk review	5	Remotely
2.	Presentation of inception report	3	Remotely/Physical
3.	Preparation of draft consolidated report	5	Remotely
4.	Preparation/Facilitation of validation workshop.	2	Agreed Venue
5.	Preparation of final consolidated report	5	Remotely
Total		20	

7. SKILLS AND EXPERIENCE REQUIRED OF CONSULTANT

The consultant is expected to have the following skills and expertise:

- Advanced degrees in economics, development studies, social sciences or related discipline;
- A minimum of five (5) years experience in conducting organizational capacity needs assessments, experience with self-assessment processes will be an advantage;

- At least 4 years of experience working in organizational development, capacity building in the specified area;
- Excellent writing and communication skills in English;
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

8. EVALUATION CRITERIA

Submitted proposals will be assessed based on the following weighted criteria:

Understanding of the Assignment (20%)

Demonstrates a clear and contextual understanding of the consultancy objectives, scope, and expected outcomes.

Proposed Methodology (25%)

Presents a sound, practical, and results-oriented approach, including appropriate tools and participatory methods suited to the assignment.

Relevant Experience and Qualifications (30%)

Proven track record in conducting similar assignments, with relevant technical expertise and strong references from previous work.

Proposed Budget and Value for Money (15%)

Offers a realistic and cost-effective financial proposal aligned with the scope of work and expected deliverables.

Timeline Feasibility (10%)

Provides a realistic and well-structured work plan that fits within the required timeframe and accommodates necessary consultation processes.

9. ETHICAL CONSIDERATIONS

The consultant shall adhere to ethical standards in data collection, ensure confidentiality of internal organizational information, and shall not share findings externally without prior written consent from Umunthu Plus.

Submission

Submit your proposals with estimated budget to jobsumunthu@gmail.com by 19th April 2025