



Terms of Reference

Consultancy to develop an organisational capacity assessment tool for End FGM European Network members

1. End FGM European Network

The End FGM European Network (End FGM EU) is an umbrella network of 21 national organisations working in 12 European countries and who are expert on Female Genital Mutilation (FGM). End FGM EU operates as a meeting ground for communities, civil society organisations, decision-makers and other relevant actors at European level to interact, cooperate and join forces to end all forms of FGM in Europe and beyond. We put at the heart of our work grassroots voices to influence European governments and policy-makers to work towards the elimination of FGM. We build our members' capacity, offer spaces to share expertise and develop partnerships.

While being dedicated to being the driving force of the European movement to end FGM, we are equally committed to build bridges and cooperation with all relevant actors in the field of FGM both in Europe and globally. In this sense, we actively promote and foster cooperation between the European movement and movements in other regions of the world

2. End FGM EU Capacity Building Programme for Members

In 2017, End FGM EU completed a new four-year strategic plan. It was developed over a 12-month period, based on consultation and discussion with Network members. The strategic plan prioritises 3 main areas:

- Ensure a European, coordinated and human rights based and child focused approach to end FGM;
- Build bridges between relevant actors and countries to end FGM;
- Strengthen the European movement to end FGM.

As per the third priority, the Network will work to specifically strengthen the capacity, outreach, visibility and sustainability of the Network and its members. Over the coming four years the Network will continue to help organisations identify gaps in their work as well as opportunities to innovate and improve our collective impact. We will promote the use of existing resources and provide training, learning, showcasing opportunities and peer support through online and face-to-face means. In addition, acknowledging the variation in levels of skills of members and the existence of specific needs, the Network is designing and rolling out a specific capacity building programme which focuses on understanding, and subsequently

strengthening, the organisational capacity of 8-10 members. The overall objective of the programme is to strengthen the capacity and organisation effectiveness of End FGM EU members to enable them to be more effective in:

- delivering on their objectives and mission;
- supporting a European movement to end FGM by feeding experiences and expertise into the Network and utilising the outcomes of our collective work at national level.

As an initial exercise, the Network will assist the members in mapping their organisational capacity including areas of strengths and weaknesses by developing a tool specific to their needs.

3. Purpose and scope of service

The aim of this consultancy is to strengthen the Network's understanding of the capacity of its members to inform capacity development plans, tailor specific support and be able to track changes over time.

It is expected that the consultant will undertake the following tasks:

1. Document review: Review documents provided by the Network;
2. Consultation: Consult with Network Secretariat and selected members to discuss their needs and views on the partner capacity assessment tool;
3. Consider and Draft: Draft a rating scale, report template and guidance for the tool;
4. Testing and finalisation: Conduct tests with members to understand the clarity and feasibility of the tool;
5. Revise/Finalise: Finalise the tool and guidance note;
6. Support: Conduct follow-up training/coaching for members as they fill in the tool;
7. Overview report: Draft and submit an analysis of members' capacity based on the completed assessments.

4. Expected Deliverables

The service will be considered completed upon successful accomplishment of the following:

1. An organisational capacity assessment tool that Network members will use to assess their capacity, including:
 - A report template with a rating scale or matrix setting out indicators of different levels of organisational capacity;
 - Written guidance notes on the use of the tool.
2. Support to members to fill in the tool;
3. Report for the End FGM EU Secretariat on capacity needs of the members.

5. Timeframe

The assignment shall start on the day of the last signature of the contract and shall be completed by **November 2018**.

The consultancy is expected to use 11 days.

Activities	Days
Desk review	1
Consultation	2
Drafting of tool	2
Testing and finalisation	1
Support to members	3
Overview report for network	2
Total	11

6. Eligibility criteria

End FGM EU is seeking proposals from individuals with at least 5 years of proven successful experience of organisational development and capacity building.

Knowledge, skills and experience in one or more of the following areas is considered essential:

- Organisational Management skills with experience in conducting organisational reviews
- Experience in Planning, Budgeting, Programme and Strategy Development Processes
- Excellent analytical and report writing skills
- Knowledge of the EU non-profit sector
- Knowledge of VAWG and gender issues
- Experience designing and/or using organisational capacity assessment tools
- Strong interpersonal skills

The applicant must not have any personal or capital involvement with End FGM EU.

Language requirements

Applicants must be proficient in English, particularly in written.

Selection procedure

Participation in this procedure is open on equal terms to all natural and legal persons fulfilling the abovementioned eligibility criteria and language requirements.

The selection will be done based on expertise (75%) and price (25%).

All applicants will receive acknowledgement of receipt of their proposal and will be informed of the outcomes of the selection process by email within seven working days following the deadline date.

7. Proposal submission

To be considered for this service, the applicant with the required profile shall submit the following documents in English:

- Tender document including detailed budget and examples of similar previous work
- 2 references with full contact details

The proposal must be submitted electronically in English to fc Doyle@endfgm.eu by 7 September 2018