



Terms of Reference

Consultancy to carry out the review of the 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 30 national organisations working in 14 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 Strategic Plan 2018-2022

In 2017, End FGM EU completed a new five-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 review and assess the Network's organisational capacity assessment tool (OCAT), and the capacity building programme's activities carried out in 2019.

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

1. Review of the implementation of the organisational capacity assessment tool and activities of the capacity building programme.
2. Consultation: Consult with Network Secretariat and selected members to discuss the implementation of the capacity building programme based on the OCAT.
3. Revise the OCAT post-activities.
4. Analyse and advise:
 - a. Analyse and advise on the aspects of the OCAT's positive outcomes and the next step of the programme.
 - b. Analyse and advise on the aspects of the OCAT's weaknesses that should be strengthened.
 - c. Analyse and advise on the aspects of the OCAT's work that did not work well and should be discontinued;
5. Overview report:
 - a. Draft and submit an analysis of members' capacities based on the completed first part of the OCAT.
 - b. Draft and submit an analysis of the overall impact of the OCAT and provide concrete ways forward to achieve the desired impact of it.

4. Expected Deliverables

The service will be considered completed upon successful accomplishment of a written report on OCAT's implementation with concrete ways forward to achieve to support the capacity building programme for the Network's members.

5. Timeframe

The assignment shall start on the day of the last signature of the contract and shall be completed **by 15 November 2020**.

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:

- CV
- Cover letter including detailed budget and examples of similar previous work
- 3 references with full contact details

The proposal needs be submitted electronically in English to Isma Benboulabah, ibenboulabah@endfgm.eu by 10 August 2020

In case of any queries, please address them to info@endfgm.eu