

TERMS OF REFERENCE – Organizational Capacity Evaluation of Regional Development Committees of Chevron’s Global Memorandum of Understanding (GMOU) Communities, based on Organizational Capacity Assessment conducted in 2018.

INTRODUCTION:

PIND is a Nigerian non-profit Foundation established in 2010 with initial funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria’s Niger Delta to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multilateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, the Foundation has two distinct but interrelated program areas, and enablers. They are:

- An **economic development program** focused on generating opportunities for pro-poor market development and employment generation.
- A **peace-building program** that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth
- The **enablers**: PIND’s program delivery is enabled by an integrated approach that encompasses capacity building, advocacy, communications, gender, and social inclusion.

PROJECT BACKGROUND:

In 2017, PIND commenced a partnership with Chevron’s Participatory Partnership for Community Development (PPCD) project implemented by the New Nigeria Foundation (NNF) to build the institutional program and Conflict Management capacity of Chevron Nigeria Limited’s Global Memorandum of Understanding (GMOU) communities, Regional Development Committees (RDCs). A key pre-intervention process for this partnership was to conduct a capacity assessment to help establish baseline information and to also monitor the progress of efforts in building the capacity of the RDCs. In 2018, PIND conducted an Organizational Capacity Assessment (OCA) on the five RDCs to identify gaps and possible entry points for intervention. So far, PIND in partnership with PPCD has gone ahead to implement activities relating to the recommendations from the assessment.

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PIND wants to engage **Two (2) consultants** with skills in institutional capacity assessment, evaluation and business development as well as financial/administrative capacity assessment to work with PPCD to ascertain the progress being made in the implementation of the recommendations from the 2018 assessment. The assessment will focus on the capacity areas covered in the assessment using the same range of OCA scores in the initial assessment. The target RDCs are KEFFES and Dodo Rivers in Bayelsa; Itsekiri and Egbema Gbaramatu in Delta State and Ilaje RDC in Ondo State. The evaluation will importantly also help to track and report outcomes of PIND capacity-building support to the RDCs and other related results.

OBJECTIVES

The purpose of the consultancy is to evaluate the progress on the implementation of the recommendations from the assessment conducted in 2018 on the five RDCs that are the target of PIND and PPCD partnership support. The exercise will also help to track the results and outcomes of PIND capacity-building support to the RDCs from 2018 to date in addition to ensuring that the capacity improvement of the target RDCs is effectively tracked and documented.

SCOPE OF WORK

The task will include the following:

- Review previous assessment reports/findings to inform data on the status of the capacity of RDCs
- Work in close collaboration with relevant PIND staff and PPCD review assessment tools/instruments to use to conduct the capacity assessment.
- Carry out fieldwork, administer evaluation instruments and analyze key findings.
- Conduct interviews with respective intervention managers in PIND and PPCD
- Work with PIND and PPCD to share findings from the evaluation with the RDCs and incorporate feedback into the draft report
- Prepare individual and consolidated, quantitative and narrative draft reports for PIND.
- Score and rate RDC capacity index
- Incorporate feedback from PIND and submit a final report

Please note that the task above is not exhaustive but indicative of tasks to be performed. The Foundation will rely on the expertise of the consultants in developing appropriate diagnostic instruments for this activity. While tools will be endorsed by the Foundation before application, the Foundation will have the right to use tools developed for its subsequent evaluations.

The activity will require extensive travel to the locations of the RDCs in Ondo, Bayelsa, and Delta States, in addition to meetings with PPCD and PIND teams in Warri and Port Harcourt.

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ACTIVITIES AND TIMELINES

The scope of work above is broken down into key activities and timelines set against them, with the total number of days required to deliver each:

S/N	Description of activities	No of days	Associated Deliverables (Codes)
T1.	Review previous assessment reports and assessment tools,	2	Evaluation tools and field workplan
T2.	Interviews with respective intervention managers in PIND and PPCD	2	Meeting report
T3.	Work with PPCD to carry out fieldwork – key informant interviews, focussed group discussions with PPCD and consortium partners, RDC executives and members, and if necessary Chevron Team Leads for RDCs. Key informant interviews with Community Leaders.	12	Draft Report
T4.	Develop report and share draft preliminary findings with PIND and PPCD and RDCs for feedback.	3	Draft Report
T5.	Revise to report (may require additional information and interviews)	2	Revised report
T6.	Final Report	1	Evaluation Report

DELIVERABLES

Deliverables stated in the table below are directly linked to specific tasks in the previous section.

Item	Due date	
D1.	Evaluation tools and field workplan	TBD
D2	Draft Report	TBD
D2.	Final Report	TBD

DURATION

The duration of the assignment is 20 Days commencing in June, 2022

COSTS

The two consultants will be engaged based on previous relevant experience and will be remunerated on a daily rate (for an individual consultant), as approved in the PIND procurement policy. PIND will provide accommodation when required and meals if Consultants are accommodated outside their location. PIND will also provide 9,000 per diem per night if accommodation is provided. For transportation, road transportation will be reimbursed upon submission of receipt where PIND does not provide transportation.

QUALIFICATIONS

Two consultants will be engaged for this task to work with PPCD.

The first consultant should have an advance university degree in Agric. Economics, Development Economics, Development Management, and Social Sciences with at least 10-15 years of comparative experience in fields related to local organization capacity building, program design, and implementation and evaluation. Proven experience with strategic planning approaches, M&E methods and approaches (including quantitative, qualitative, and participatory), information analysis, and report writing.

The second consultant should have an advance degree in business or financial management with not less than 10 years of financial analysis experience with both local and international organizations.

The task will require strong familiarity with capacity assessment and evaluation tools and administration of the tools. Very good writing skill is required to ensure reports are well written. Consultants must be able to communicate fluently in English and be able to relate well with youth and adult audiences.

Please note that candidates will be selected based on the following criteria

- Applicants understanding of the scope of work and terms of reference
- Strong conviction of familiarity with capacity assessment and evaluation shown through evidence.
- Strong conviction of familiarity with application of Organizational Capacity Assessment (OCA) tools shown through evidence.
- Proposed cost.

HOW TO APPLY

Interested and eligible Nigeria candidates (Individual consultants) are invited to submit a **detailed technical proposal** that includes evidence of conducting previous similar evaluation, knowledge of application of OCA tools, an outline of proposed approach for delivering on the objectives and a suitability statement on why you are the best candidate for the assignment, **and professional fee AS SEPARATE DOCUMENTS** which should be emailed to procurement@pindfoundation.org with the subject **“RDC OCA Evaluation_consultant 1”** OR **“RDC OCA Evaluation_consultant 2”** with reference to the qualifications specified above latest by close of business (5PM Nigerian time) on Wednesday, June 9th, 2022. Also submit the below listed mandatory documents with your application.

Mandatory Required items from vendors/consultants who intend to bid any work or service in PIND

1. Means of Personal Identification for individual consultant
2. Resume in case of a consultant
3. Valid Tax Clearance Certificate
4. Full physical contact address
5. Bank Reference Letter addressed to the Finance Manager, PIND Foundation, #25 Jimmy Carter Crescent, Asokoro

Equal Opportunity and Non-Discrimination in Employment;

PIND Foundation provides equal opportunity in employment and engagement for all persons, vendors and contractors, and prohibits unlawful discrimination and harassment in all aspects of contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any factor prohibited by law of Nigerian Government.

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