



## PARTNERS FOR PEACE IN THE NIGER DELTA

### Terms of Reference (TORs) for Organizational Development Consultant for Partners for Peace in the Niger Delta

#### BACKGROUND

Partners for Peace is a network supported by the Foundation for Partnership Initiatives in the Niger Delta (PIND) with the mission to build social capital around peacebuilding by amplifying the voices of positive actors, building a network of self-identified agents of peace, and leveraging that network through facilitation, small grants, and capacity building. This network includes stakeholders from civil society, community-based organizations, nongovernmental organizations, private companies, donor organizations, and the general public committed to promoting peaceable livelihoods in the Niger Delta.

#### PURPOSE OF THE ASSIGNMENT

After 10 years of existence and implementation of projects and programs, we believe it is time to take some steps to assess and evaluate the organization to upgrade our internal structure and processes to build a more solid and sustainable organization. We would like the Consultant to:

- a. assess our current processes/gaps and provide recommendations/way forward on how to improve on these processes;
- b. support the organization to devise a coherent guiding action plan and its implementation strategies.
- c. provide supportive sessions on Networking, Partnership, and Collaboration for organizational sustainability,
- d. interactive sessions for self-evaluation, appraisal, and emotional intelligence
- e. interactive sessions on team building. Organizational culture for excellence, bonding, and leadership skills.

#### RECOMMENDED APPROACH

We strongly recommend that the consultant prioritize the following approach: The consultancy will include the following 5 key processes:

- **Assessment Phase:** Desk research, meetings, and visits to the organization. We are open to opinions on how the prospective consultant would like to follow this process.
- **Produce the overall assessment report of the Network's robustness, concerning:** governance, internal management, and reporting processes; an analysis of the financial systems and budgets; an assessment of the monitoring, evaluation & learning process; an assessment of the communication and fundraising strategies, sustainability; and an assessment of staffing and trustee roles.
- **Recommendations Phase:** Produce relevant recommendations on all of the above to improve the Network structure to help it grow.
- **Action Plan:** Produce a guiding action plan to incorporate the recommendations and validate it with the Foundation's team and trustees.
- **Implementation Phase:** Support the Partner for Peace (P4P) with implementing the action plan to ensure proper procedures are in place for all of the above.

#### SCOPE OF THE WORK



The OD consultant should look into and assess the current systems, procedures and policies that we have in place, and which include:

- an assessment of the fundraising priorities and sustainability strategies;
- a review of our programme development and management;
- our communication and PR strategies;
- and an assessment of internal financial processes
- governance, internal management and reporting processes;
- an assessment of the monitoring, evaluation and learning process;
- an assessment of staffing and trustee roles

The consultant should produce a report with clear recommendations, and work with the team to develop a guiding action plan in order to implement these recommendations. The consultant will also be asked to support the team in the implementation.

## ACTIVITIES AND TIMELINE

| S/N | Description of Tasks                       | No of days | Associated Deliverables   | Due Date              |
|-----|--|------------|---|-----------------------|
| T1. | Inception Report                           | 2          | The inception report will detail the Consultant's understanding of what is being reviewed, and why, as well as proposed methods, tools, sources of data, and procedures for conducting the exercise. deliverables and key issues. Inception meeting with the P4P National and Network Coordinators. The inception report shall not exceed 5 pages.  | 11-12 December, 2023. |
| T2. | Conduct interactive sessions               | 3          | The consultant will conduct 3-day interactive sessions on the organizational/staff appraisals, unwinding sessions, and 2024 in focus  | 13-15 December, 2023  |
| T3. | Draft Report                               | 2          | The Consultant will deliver a draft report within the indicative assignment timeframe. The report must include a T2 report, an assessment of the fundraising priorities and sustainability strategies; a review of our program development and management; our communication and PR strategies; and an assessment of internal financial processes, governance, internal management, and reporting processes; an assessment of the monitoring, evaluation and learning process; an assessment of staffing and trustee roles. | 17 December, 2023     |
| T4. | Develop an Organizational Development Plan | 2          | The consultant will present a draft of P4P Organizational development as a result of the gaps from the review of the organization's strategies and processes.   | 18 December, 2023     |



|     |  |    |   |                   |
|-----|--|----|---|-------------------|
| T5. | Final Report & Transition Action Plan. | 1  | The consultant will deliver a final report to Partners for Peace in the Niger Delta together with a transition action | 20 December, 2023 |
|     | Total Number of days                   | 10 |   |                   |

## **DURATION**

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It is expected that a maximum total of 10 working days is required in this phase according to the tasks and deliverables already stated in the previous sections of this document. The staff of the firm/consultant may be required to travel to the field offices or other locations as the need arises in the course of the assignment to engage with the staff/team members of the organization.

## **COSTS**

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P4P will compensate the vendor at a lump sum based on P4P funding plans. Vendors are therefore requested to quote their fees only. P4P shall be responsible for travel, accommodation, and meals in the event of any approved travels to any of P4P offices in respect of this assignment.

Note: All monies paid by P4P to Vendors/Consultants for expenses shall be retired with relevant receipts after the assignment and any balance outstanding shall be refunded to P4P. The sum of the consultancy shall be subjected to relevant withholding taxes.

## **WHO CAN APPLY**

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The Consultant should have at minimum a Degree in Management Studies, Organizational Development, or a related field, with:

- At least 7 years of demonstrated knowledge and experience in conducting and facilitating organizational development including feasibility studies and sustainability modeling, for NGOs
- Ability to conduct strategy reviews, assessment, governance, Project Management, and HR
- Knowledge and experience in using participatory approaches and innovative techniques, with organizational leadership.
- Knowledge of successful fundraising

## **HOW TO APPLY**

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Interested organizations/consultants should submit an application to [partner4peace16@gmail.com](mailto:partner4peace16@gmail.com) with the subject heading 'P4P OD Consultant' along with the following mandatory item/supporting documents not later than December 9, 2023, by 23:59 WAT.

**The following documents are expected to be submitted as part of the requirement for the application.**

1. Certificate of Business Registration/Mean of Personal Identification



2. Profile of organization or Resume in case of a consultant
3. Most Recent Tax Clearance Certificate
4. Tax Identification Number
5. Full physical contact address
6. Bank Reference Letter
7. Bank details as follows:
  - I. Name of Account
  - II. Account Number
  - III. Name of Bank
  - IV. Address of Bank