
TERMS OF REFERENCE FOR ENGAGEMENT OF A CAPACITY-BUILDING ORGANIZATION

BACKGROUND

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 the standards of living for 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. 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.

Project Background

Capacity Building as one of PIND's key enablers is designed and positioned to strengthen the institutional and technical capacity of government, civil society, including business associations and service providers, for effective socio-economic engagement, inclusive governance for growth, and peaceful co-existence in the Niger Delta" and directly contribute to both PIND's long-term objective and overall goal. The Program was designed to focus on two major areas, the first being to strengthen the capacity of local development organizations in the Niger Delta to adopt the market systems approach through the CAPABLE (Capacity Building for Local Empowerment) M4P training program. Making markets work for the poor (M4P) is an overarching approach to development that provides agencies and governments with the direction required to achieve large-scale sustainable change by focusing on underlying constraints that prevent the poor from participating effectively in markets.

The second area of focus revolves around the strengthening of the institutions that support the Chevron Global Memorandum of Understanding (GMOU) and the Regional Development Councils (RDCs) in the GMOU communities to carry out developmental projects that improve the livelihood of people living in the communities.

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In 2015 PIND introduced the CAPABLE M4P training as a follow up to the CAPABLE program it launched in 2011 in partnership with Crown agents to enhance the institutional and technical capacities of development organizations, service providers, and other target populations in the Niger Delta. CAPABLE M4P training is designed to strengthen the capacity of Niger Delta organizations in implementing sustainable projects. Since 2015, at least Forty-six organizations have participated in M4P training courses offered. Through the CAPABLE M4P program, PIND has strengthened the institutional capacities of several NGOs, CBOs, and Service providers in the Niger Delta through training and direct mentorship. Some of these organizations continue to implement programs and interventions using the Market systems approach both as co-facilitators to PIND and other donor organizations in the region. PIND also partnered with MADE to launch a competitive grant program for CAPABLE M4P Mentees. 4 out of the 10 organizations that were mentored received grant funding to implement programs as co-facilitators to the PINDs market development project in the Cassava, Cocoa, Aquaculture, and Poultry sectors.

To scale up support to CAPABLE organizations, In 2020 PIND organized a virtual training for selected organizations on proposal writing and resource mobilization to enhance the capacity of these organizations to attract funding to implement sustainable projects in the region. Five of these organizations received funding and implemented interventions including Covid-19 health and safety interventions

PIND now seeks to engage a suitable organization to provide further training and mentorship to 10 CAPABLE organizations on proposal writing and resource mobilization to attract more funding into the region for the implementation of sustainable programs and projects. The organization will also be expected to provide training and support to identified trade groups/associations in PIND market Development Sectors on group dynamics, business development, and financial literacy.

Purpose of the Assignment

The primary purpose of this activity is to engage an organization to provide short-term technical training and mentorship to CAPABLE M4P organizations in the Niger Delta to further enhance the capacity of these organizations to continue to attract funding to implement sustainable projects in the region. It is also to provide Capacity Building support to identified Business Membership Organizations within PINDs MSD Sectors.

SCOPE OF WORK

An organization will be engaged to work together in carrying out the activities. The preferred organization will carry out the following activities:

- Training and mentorship on proposal writing and resource mobilization for CAPABLE M4P Organizations in the Niger Delta.
- Conduct OCA assessments and carryout group dynamics, and financial literacy training for selected Market Systems Development (MSD) Business Membership Organizations.

Note:

Please note that in addition to the listed tasks above, additional tasks may be added during the Start-up meeting with the organization.

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ACTIVITIES AND TIMELINES

The scope of work required by this assignment is broken down into key tasks and the timelines set below, with the total number of days required to deliver each task. This is the basis for determining the weight and cost of the assignment to PIND.

S/N	DESCRIPTION OF ACTIVITIES	NO OF DAYS	ASSOCIATED DELIVERABLES (AND CODES)
T1.	Desk Review and team meeting: Review of documents from prior Capacity Building training and debrief with the Capacity Building team.	2	<ul style="list-style-type: none"> Report of desk review submitted. (D1) Meeting report submitted. (D1)
T2.	Provide resource generation and leveraging support for the co-facilitators and partners through dedicated coaching and mentoring to catalyze third party funding for economic growth in the Niger Delta	10	<ul style="list-style-type: none"> Development of modules and mentoring plan for resource generation and proposal writing to access funding for project implementation. (D2); Delivery of the training over 3 days on resource generation and proposal writing carried out with at least 10 CAPABLE M4P organizations. (D2) Support 10 CAPABLE M4P organizations to develop and submit proposal(s) to access funding from identified donor agencies and provide evidence. (D2)

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T3.	Conduct scheduled OCA for 5 MSD BMOs to assess their organizational status and recommend actions for improvement. Carry out group dynamics training, business development, and financial literacy training for the 5 BMOs.	10	<ul style="list-style-type: none"> • Delivery of OCA over 3 days for 5 BMOs on their organizational status. (D3) • OCA findings of 5 BMOs on its organizational status and recommended actions for improvement documented and reported. (D3) • Development and submission of modules and training plan for Group dynamics, Business development, and financial literacy Delivery of training over 4 days for 5 BMOs on group dynamics, business development, and financial literacy. (D3) • Training report submitted on group dynamics, business development, and financial literacy involving 5 BMOs. (D3)
T4.	Provide close mentoring and coaching on proposal writing and resource mobilization to CAPABLE M4P organizations to Access Funding for Project implementation	23	Weekly progress report submitted on mentoring and coaching activities for the 10 CAPABLE M4P organizations. (D4)
T5.	Finalization/presentation of the reports	5	Submission of final reports on resource mobilization and proposal writing, OCA assessment and training, and Mentorship reports

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			(D5)
	Total	50	

DELIVERABLES

Item		Due date (tentative)
D1.	Report of desk review submitted; Meeting report submitted.	April 2022
D2.	Development of modules and mentoring plan for resource generation and proposal writing to access funding for project implementation; Delivery of the training over 3 days on resource generation and proposal writing carried out with at least 10 CAPABLE M4P organizations; Support 10 CAPABLE M4P organizations to develop and submit proposal(s) to access funding from identified donor agencies and provide evidence.	April 2022 – August 2022
D3.	Delivery of OCA over 3 days for 5 BMOs on their organizational status; OCA findings of 5 BMOs on its organizational status and recommended actions for improvement documented and reported; Development and submission of modules and training plan for Group dynamics, Business development, and financial literacy Delivery of training over 4 days for 5 BMOs on group dynamics, business development, and financial literacy; Training report submitted on group dynamics, business development, and financial literacy involving 5 BMOs.	April 2022 – August 2022
D4.	Weekly progress report submitted on mentoring and coaching activities for the 10 CAPABLE M4P organizations.	April 2022 – September 2022

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D5.	Submission of final reports on resource mobilization and proposal writing, OCA assessment and training, and Mentorship reports.	October 2022
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DURATION

The organization will be engaged for a total of 50 days spread over six months from April 2022 to October 2022, to give room for report submission and post-session engagements. These days are captured above.

COSTS

The estimated number of days for the assignment is capped at 50 days spread over six months. The organization will be hired based on previous relevant experience and capacity. The organization should quote a lump sum for the professional fees which will be approved in accordance with the PIND procurement policy.

Travels and associated costs (accommodation, transportation and per-diem, and phone calls) will be covered for all pre-approved travel relating to this engagement in line with PINDs travel policy and guidelines and reimbursed by PIND on the presentation of receipts and related payment instruments.

QUALIFICATIONS

The following qualifications and experiences are required:

- Strong network and experience in capacity building for NGOs, CBOs;
- Demonstrated experience in working with government partners and other stakeholders
- Experience in designing capacity building programs for development and related projects
- Ability to work with minimal supervision;
- High level of written and oral communications skills in English;
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity;
- Excellent interpersonal and professional skills in interacting with government, communities, and development partners;
- Demonstrated experience with skills in facilitation of stakeholder engagements/workshops, including in multi-cultural settings.

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HOW TO APPLY

Eligible organizations are invited to submit a **detailed technical proposal** which should include evidence of carrying out a previous similar activity (add website references or contact references as may be necessary), an outline of the proposed approach for delivering on the objectives, and a suitability statement on why you are the best candidate for the assignment, and a **cost proposal AS SEPARATE DOCUMENTS** which should be emailed to procurement@pindfoundation.org along with the following mandatory item/supporting documents listed below. Please use **“Capacity Building Organization”** as the subject of your mail. All complete applications should be submitted not later than 5PM Nigerian time on April 29, 2022.

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

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or Resume in case of a consultant
3. Completed PIND biodata form in case of consultants
4. Most Recent Tax Clearance Certificate
5. Tax Identification Number
6. Full physical contact address
7. Bank Reference Letter
8. Bank details as follows:
 - I. Name of Account
 - II. Account Number
 - III. Name of Bank
 - IV. Address of Bank

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