

**NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA) IN COLLABORATION WITH
4CHILDREN NIGERIA**

EXPRESSION OF INTEREST/SCOPE OF WORK

**Title of Assignment: CONSULTANCY TO DEVELOP A NATIONAL CAPACITY
STRENGTHENING ASSESSMENT TOOL (NHOCAT PLUS)**

Location: FCT – with possible travel to states

Background:

In 2012, several stakeholders recognized the need to harmonized different capacity assessment tools in a unified tool that is acceptable and utilized to access capacity of different institutions and organizations in HIV response. Five years into the implementation of NHOCAT, other tools had been developed by-organizations who perhaps perceives that NHOCAT does not serve the need of other HIV-related or social services. This provides a justification to review NHOCAT to reflect a national tool that serves the purpose of all social service elements, not necessarily limited to HIV.

NHOCAT, however, has established its recognition, usefulness and difference within Nigeria in developing and strengthening capacity. There is also strong interest to develop a national and unified tool and approach to aid capacity strengthening in the social service system. In order not to create a parallel national tool addressing several social issues, there is need to align all emerging interest in an envisaged national social service assessment tool within the framework already created by NHOCAT.

Upon deliberation with critical stakeholders, the review of NHOCAT should be a reflection of a social service capacity tool and not HIV service assessment tool. To this end, NHOCAT review will incorporate assessment within capacity system areas and modules for technical/specialized areas (HIV, OVC, KP, Malaria, TB etc. This consideration will therefore require that NHOCAT be reviewed, realigned and named. National Organizational Capacity Assessment Tool – Plus.

NHOCAT within this current review and upgrade will also address issue of subjectivity, clarity in scoring and rating as well as measure multiplicity of assessments conducted by different actors. The National Agency for the Control of AIDS (NACA) who is the custodian of NHOCT working closely with the Federal Ministry of Women Affairs and Social Development (PMWASD) will ensure inclusiveness in the NHOCAT plus development process. This is to ensure that the proposed social service system alignment is fully realized.

To this end, Catholic Relief Services through USAID-funded project, Coordinating Comprehensive Care for Children (4Children) is supporting the National Agency for the Control of AIDS (NACA) and the Federal Ministry of Women Affairs and Social Development (FMWASD) to review NHOCAT 3.0 and further develop NHOCAT plus to accommodate the emerging needs of stakeholders. The steering committee of NHOCAT Plus setup for this process will require a skilled and experienced consultant to lead the review and development of the NHOCAT plus. This consultancy requires an individual who is skilled in capacity strengthening at national and regional level with strong desired need for an IT expert

Job Summary and Objectives:

The main aim of this consultancy is to develop a revised national organizational capacity assessment tool to improve the way Government and partners assesses and monitor capacity of different institution and organisations to enable meaningful comparison of strengths and weaknesses, inform capacity development plans, and be able to track improvement over time.

Specifically, the objectives of this consultancy are to:

- (1) Develop a revised National capacity assessment tool that can be used to assess and monitor the organizational capacity of social service program partners (government, civil society organizations, networks, private sector organizations), against the elements of an organisation outlined in related tools. This should include:
 - (a) A rating scale, matrix and real-time dashboard, setting out indicators of different levels of organizational capacity strengths and weaknesses.
 - (b) A reporting format for assessors to complete with assessed organizations, which includes space both for assessment scores (ratings) and for improvement plan on areas in need of capacity strengthening.
 - (c) Provide guideline for government and partners on the use of the tool.
- (2) Train/coach designated staff of government and development partners to use the newly revised capacity assessment tool.
- (3) If necessary, review and refine existing partners' Capacity Development Frameworks.
- (4) Review current formats for dashboard to reflect the new tool.

Duties and responsibilities

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

- (1) Document and Tools review: Review existing capacity development frameworks and tools, done by NACA, FMWASD and other development partners .
- (2) Consultation: Consult with NACA, FMWASD and development partners to discuss their needs and views on the National capacity assessment tool – NHOCAT.
- (3) Consider and Draft: Draft a rating scale, report template and guidance for the tool. This may be drawn from existing tools, but should be tailored to fit emerging needs for a simpler indicator dashboard.
- (4) Workshop: Facilitate workshops with government and development partners to develop, test and discuss the clarity and feasibility of the tool
- (5) Revise/Finalize: Finalize the tool, rating scale, report template and guidance in line with feedback received. Changes/refinements to existing Partner Capacity Development framework may also be necessary-
- (6) Train/mentor: Conduct follow up training/coaching for government and development partners as required in the use of the tool.
- (7) Documentation: Develop a simple assessment manual on the use of the tool. This may require review of NHOCAT, SAF-T and related tools assessment guide. The consultant will also be required to develop a National Capacity Assessment Training Module.
- (8) Reporting: Develop a comprehensive process report that depicts learning and promising practice.

Methodology:

Brief desk-based review of any existing information and capacity strengthening interventions will be conducted; Field-based capacity assessment with representatives of institutions to identify progress/challenges involved. Workshops will be use to articulate and harmonized information obtained from stakeholders to guide the tool development.

Outputs/deliverables:

The following deliverables are expected from this assignment:

(1) A revised National Organizational Capacity Assessment Tool (NHOCAT) Plus that government and development partners will use to assess and monitor the organisational capacity of its partners, including:

(a) A rating scale or matrix setting out indicators of different levels of organisational capacity.

(b) A reporting format for assessors to complete with partners

(c) Written guidance notes for government and partners on the use of the tool.

(d) A training module to guide master and step-down trainings

(2) A written report the tool development, pretesting and piloting process, noting key learning outcomes, promising practices and identifying any further/ongoing needs.

The tool and all reports and guidance associated with this assignment are to be written in clear, plain English and be edited and presented to a high standard, acceptable to all stakeholders.

Duration and timelines:

The consultancy will utilise up to 90 working days over a period of 4 months. The period and duration of assignment is stated thus:

Task	Timeline	Responsibility
Conduct debrief with consultant on process expectation and plan	July 19	NHOCAT Plus Steering Committee (NSC)
Conduct Desk Review of all tools and document desk review findings	July 20-23	Consultant
Facilitate a design workshop to develop modules for NHOCAT Plus	July 24-28	Consultant/NSC
Harmonize modules into tool layout – MsExcel with dashboard development	July 30 – August 6	Consultant
Present draft prototype of NHOCAT Plus for validation to NHOCAT Plus Steering Committee	August 7-8	Consultant

Review NHOCAT Plus draft prototype based on feedback	August 9-13	Consultant
Facilitate NHOCAT Plus pre-testing in 12 states	August 14-18	Consultant/NSC
Review NHOCAT plus based on outcome of pretesting	August 20-30	Consultant
Develop NHOCAT Training Module and Assessment Guide	August 14-30	Consultant
Facilitate training of NHOCAT plus Master Facilitators and Users	September 4-8	Consultant
Liaise with NHOCAT plus Master Users and Facilitators to conduct a pilot in 4 states	September 11-15	Consultant
Prepare and facilitate NHOCAT Plus Launch and Dissemination	September 21	Consultant/NSC
Prepare and Submit Process Report	September 11 – 25	Consultant
Submit Consultancy Report	September 30, 90 days (with 1 weekends)	Consultant

Liaison and reporting:

The Consultant will report to the CRS/4Children Sustainability Director on all contractual obligations and liaise with NHOCAT Plus Steering Committee (coordinated by NACA) for day-to-day delivery of the assignment.

The consultant will implement the assignment under the guidance of technical focal point persons and technical staff at state levels.

All reports shall be submitted to the CRS/4Children Sustainability Director. NHOCAT plus Steering Committee will certify all deliverables before CRS effects any payments.

CRS/4Children and NHOCAT Plus Steering Committee shall provide necessary support to the Consultant in order to execute the assignment during the duration of the consultancy.

These shall include:

- (1) Access to relevant project documents necessary for execution of the duties under this consultancy;

- (2) Provide logistic support to project sites; and
- (3) Manage communications with partners

Required skills and experience

Education:

Master degree in Public Health, Public Administration, Business Administration or Organizational Management or Leadership, or equivalent degree with proven capacity strengthening experience

Experience-Three year's experience in developing electronic database.

Five years of experience in organizational development and provision of technical assistance to international non-governmental organizations and/or civil society and faith-based organizations preferably to those engaged in social service.

Demonstrate ability to maintain positive relationships with and accountability towards diverse actors including donors, PEPFAR, UN, World Bank, government, and civil society partners. Excellent capacity and system strengthening skills including the demonstrated ability to conduct assessments, analysis, monitoring, and reporting as well as the ability to develop practical solutions within set deadlines.

Experience in quality improvement science, using data to inform decision-making and sustainability planning/monitoring a plus.

Excellent negotiation and analytical/problem solving skills.

Strong interpersonal, partnership, and training, facilitation and mentoring skills Excellent written and oral communications skills in English.

Knowledge of GON service delivery standards and PEPFAR programming, process, guidance and frameworks is strongly preferred.

Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint and Outlook.

HOWTO APPLY

Interested persons should send their expression of interest (EOI) along with a detailed resume as attached documents in a single word/PDF file to nigeriahr@crs.org. The title of the service should be stated as the subject of your email – **NHOCAT Plus Consultancy – Nigeria**

The resume should include but not limited to the following: expected daily rate, personal profile, skills, competencies and suitability for the assignment as well as readiness for immediate short-term engagement plus a copy of such previous work, is desired.

Applications should reach us by COB **Thursday, July 6, 2017**. Only qualified persons will be contacted and invited for screening.

Equal Opportunity:

"CRS is an equal -opportunity employer and does not discriminate based on race, color, religion, etc. Qualified women are strongly encouraged to apply".

Statement of Commitment to Protection:

"CRS" recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.