

EXPRESSION OF INTEREST

ORGANIZATIONAL CAPACITY DEVELOPMENT SERVICES

HOPE worldwide Nigeria (HWWN) is one of the leading NGOs in Nigeria established to bring hope to vulnerable people affected by negative social circumstances, including HIV and AIDS, through innovative Health, Education, Children and Social Development programs that are sustainable and replicable. With the support of United State Agency for International Development (USAID),

HWWN is implementing the Assistance and Care for Children Orphaned and at Risk (ACCORD) Program in 6 states in Nigeria including the FCT.

The goal of the program is to strengthen NGO capacity to respond to HIV/AIDS in their communities, and provide quality comprehensive and compassionate care for AIDS Orphans and Vulnerable Children (OVC). HWWN hereby seeks to sub-grant to a qualified organization to provide services on organization capacity development. Such services are expected to strengthen skills and build capacity in the identified key management systems and leadership practices.

SCOPE OF WORK

The scope of work will cover the following:

Organizational management system assessment

Organizational development and strategic planning

Leadership and governance

Development of organizational policies and procedural manuals with all HWWN sub-partners

Development of appropriate financial and management structures and systems,

Training on Networking and Advocacy

Provision of Technical Assistance on store management

Training and mentoring of partners to set up small grants administration unit.

Proposal development and project management training- Guide partners to respond to USAID solicitation

Technical Assistance on research and development.

Training on Risk Management and Safety Process

Development and training on use of tools for tracking and monitoring of the organization capacity development provided to HWWN and its partners

Eligibility Criteria

To be eligible for consideration, applications must provide the following details,

- a) profile of your organization, including certificate of incorporation, physical address ownership (including board membership), organogram of management structure, and contacts (telephone, facsimile and email).
- b) Evidence of Resource and Technical Capability including details of your work force and office location.
- c) Documentation/Evidence of relevant and verifiable prior experience on similar service mentioned above,

A concept paper on how the above goal will be achieved.

Important Notes

Note that pre-qualification of the applicants will be undertaken first and afterwards the qualified organization will be invited to submit a full proposal with detailed activities and work plan, budget and time frame for accomplishing the project.

Method of Submissions

Interested organizations should make their submission in both hard copy and soft copy. E-copy submission should reach the Admin/HR Manager, **e-mail: info@hwwnigeria.org** Six (6) Hard copies should be submitted in a sealed envelope clearly marked "Expression of interest to carry out Organizational Capacity Development Services" to the address given below. All Submissions must be received **on or before 30th April 2010**

The Project Manager,

HOPE Worldwide Nigeria

230, Ikorodu Road,

Obanikoro, Lagos.