



Terms of Reference Consultant to train and guide National Association of the Deaf Lesotho (NADL) and Lesotho National Association of the Physically Disabled (LNAPD) on governance and management

REQUEST FOR QUALIFICATIONS

BACKGROUND:

The Lesotho National Federation of Organizations of the Disabled is an umbrella body of organizations dealing with disability in Lesotho. Its mission is to promote, protect, and ensure the respect of the rights of persons with disability. LESOTHO NATIONAL ASSOCIATION OF THE PHYSICALLY DISABLED and NATIONAL ASSOCIATION OF THE DEAF are the disabled people's organisations (DPOS) whose mandate is to promote and protect the rights of specific groups of people with disabilities respectively. The organisations are independent organisations which are affiliated to LNFOD in the effort to advocate for the common interests of all organisations of people with disabilities.

In order to fulfil the above mentioned mission of LNFOD is therefore seeking the services of the Consultant to develop the organisational capacity of the (LNAPD) and (NADL) organisation in close collaboration with the staff of the two so as to ensure skills transfer during the implementation of this consultancy.

OBJECTIVES AND ACTIVITIES OF THE CONSULTANCY

Objectives: is to build capacities of Disabled Persons Organisation (DPO) to enable them to advocate effectively for the respect of the rights of people with disabilities and for their inclusion in the reconstruction process. This follows an external evaluation that was conducted by NAD in 2013 which recommended Support LNAPD and NADL to develop administrative capacity to manage their affairs and programmes effectively and efficiently.

- Enable DPO to identify organisational opportunities
- To increase the competence of the DPO offices as entities ensuring accountability to membership

- To strengthen LNAPD and NADL in Resource mobilisation
- To improve governance in DPOs, in terms of having in place administrative policies

SCOPE OF WORK

- Conduct an organisational assessment of NADL and LNAPD and produce a report of strengths and challenges in consultation with LNAPD and NADL
- Prepare a development plan for the two DPO's in consultation with LNAPD and NADL
- Develop a resource mobilization plan for each organisation and guide the development of 2 proposals per DPO

Reports and Schedule of Deliverables:

- Organisational assessment report for each DPO
- Strategic Development plan for each DPO
- Resource mobilisation plan for each DPO
- 2 proposals per DPO
- At least one staff with improved skill on project management
- Reviewed administrative policies

REPORTING

The consultant will be supervised by the Director LNFOD. Duration of the consultancy will be for five (5) months, consultancy is expected to commence immediately after contract award/ signing.

SERVICES AND FACILITIES

The consultant will provide own resource and facilities for undertaking the assignment.

PAYMENT FOR SERVICES

Payment for services will be output based and upon acceptance of the deliverables, first 50% on approval of the inception report, secondly 50% on acceptance of the final manual.

KEY QUALIFICATIONS AND ATTRIBUTES

Advanced Degree and at least 5 years of experience in working with organisational capacity assessment in Lesotho. In-depth knowledge of the NGO sector and issues therein and a good understanding of the issues in the context of Lesotho. The consultant must have excellent writing skill, good research and analytical skills. Fluency in both Sesotho and English is a requirement.

SELECTION PROCESS AND CRITERIA

A Consultant will be selected for contract award in accordance with the LNFOD Procurement Guidelines, and is open to all eligible consultants and firms as defined in the guidelines.

The criteria and sub- criteria for selection of the consultant shall be as detailed below:

General qualifications

Experience and expertise to do the assignment

Experience in the region and language requirements

SUBMISSIONS

Interested applicants should submit a short proposal briefly demonstrating applicants understanding of the terms of reference and outlining a methodology for conducting the work under the consultancy, a proposed work plan, CVs of the individual consultant to undertake the assignment, and an itemized budget and indication of the total cost of the proposed work plan and number of days. Applications and supporting documents must be submitted in English at the address below.

Attention:

The Executive Director

LNFOD

22 Mabile Rd

Old Europa

Maseru 100