

Terms of Reference

Capacity Development for Local Implementing Partners on Advocacy Planning

Period of Performance: July 29th to Sept 3rd, 2022

Contract Type: Fixed Price

Location: Tanzania (Dar Es Salaam) or Remote Support to respective LIPs Headquarters

Reports to: Capacity Development Manager and the Director for Partnership and Local Sustainability

Introduction

Pact is an international nonprofit that works in nearly 40 countries building solutions for human development that are evidence-based, data-driven, and owned by the communities we serve. Founded in 1971, Pact works with partners to build resilience, improve accountability, and strengthen knowledge and skills for sustainable social impact.

The Adolescents and Children HIV Incidence Reduction, Empowerment and Virus Elimination project, or ACHIEVE, is a five-year global effort to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants, and children. The project is funded by the President's Emergency Plan for AIDS Relief (PEPFAR) through the United States Agency for International Development (USAID) and implemented by a Pact-led consortium of top global HIV/AIDS partners, including Palladium, No Means No Worldwide, and WI-HER.

ACHIEVE is seeking a consultant to support eight Local Implementing Partners (LIPs) to develop Advocacy Plans to enable their organizations to influence stakeholders and policy makers in pursuit of their organizational missions. ACHIEVE aims to support LIPs to strengthen staff skills and understanding of advocacy best practices, alongside developing individual approaches for each organization to pursue their own advocacy priorities. The Capacity Development (CD) for this activity support should be based on best practices in global and in-country capacity development approaches on improving skills and knowledge for LIPs leadership teams to develop strategies that enhance their ability to advocate and lobby. The approach must be tailored to reflect the individual advocacy priorities for each organization, as per their Capacity Action Plans (CAP).

The advocacy plans should focus on supporting the LIPs with the following, along with any other specific organizational priorities related to pursuit of their mission:

- Engagement in policy dialogues at all levels, mainly on OVC/DREAMS budget inclusion in LGA plans,

- ACHIEVE LIP to be recognized OVC/DREAMS service delivery lead partners at council/region level and participate in the planning and budgeting sessions by using CCSWOP guideline,
- To share program performance results and mobilize resources to create organizational sustainability;
- Influence decision-making among policy makers, local government, and community leaders around policies, practices, and issues

The consultant will work closely with the ACHIEVE Tanzania team to gather the information that informs the development of the approach and materials, develop specific deliverables, and coordinate the development of the Strategies for each organization. Specific tasks and deliverables are outlined below.

Duties and Responsibilities

2. Review the 8 LIPs CAPs related to Advocacy. The CAP information will be used to develop a training and coaching package on Advocacy and Lobbying, enabling the partners to build their strategies and implementation plans.
3. Develop a Advocacy training and coaching package focusing on strengthening skills among the LIP Senior Management and technical teams. The program should aim to facilitate the LIPs gaining knowledge and skills, which they can use to develop advocacy plans related to the priorities identified for each organization. The training and coaching package should be based on best practices for adult learning by focusing on experiential learning and other best practices and approaches. Participants should be guided to apply the skills they gain through training and coaching to develop their organizational advocacy implementation plans. Individual skills development should also aim to equip the participating partner staff with skills to implement their strategies and techniques. The training and coaching package may be either developed as a new resource or adapted from existing resources that reflect international best practices. Facilitating workshops to coach, guide, and support LIPs to develop their organizational Advocacy plans. The training package should also include templates for advocacy plans and other related materials, which may be adapted by the partners for their use.
4. Facilitate the delivery of the Advocacy Training and Coaching Package, which may include workshop facilitation and content delivery, in coordination with ACHIEVE Tanzania staff.
5. Provide coaching to support 13 LIPs to develop and implement their organizational advocacy plans which will be developed as an outcome of the delivery of the advocacy training.

Activities and Deliverables

Task 1. Inception and Workplan Development

- 1.1 Hold an engagement meeting with the ACHIEVE Tanzania team to review the deliverables, agree on a timeline for implementation, and identify key priorities to be incorporated into the Advocacy Training and Coaching Package.
- 1.2 Review final Integrated Technical Organization Capacity Assessment (ITOCA) reports and CAPs to identify Advocacy CD priorities and needs across partners.
- 1.3 Conduct an initial engagement meeting with the leadership and management of each of the eight LIPs to gather more information on Advocacy capacity development needs.
- 1.4 Develop a work plan to implement activities.
- 1.5 Conduct a meeting with the ACHIEVE Tanzania team to review and finalize the consultant's work plan.

Task 2: Development of Advocacy Training and Coaching Package for LIPs

- 2.1 Develop a draft Advocacy Training and Coaching Package, including an implementation plan for use with the LIPs to guide the development of their advocacy plans for ACHIEVE Tanzania review and comment.
- 2.2 Develop a final training and coaching package, implementation plan, and related workshop materials, addressing feedback from ACHIEVE provided under Task 2.1.

Task 3: Lead the Advocacy Workshop and Support LIPs to develop their plans

- 3.1 Lead the delivery of the advocacy training workshop(s) using the materials developed under Task 2.
- 3.2 Provide coaching to LIPs (on-site or virtually; at least one coaching meeting each) to finalize and initiate implementation of their advocacy plans, in line with the materials developed under Task 2.
- 3.3 Provide coaching to ACHIEVE Tanzania staff to participate in the workshop to enable them to support the 13 LIPs to implement their strategies.

Task 4: Final Report

- 4.1 Prepare a final report that includes the results of the workshop and indicates actions to be carried out by ACHIEVE staff during coaching sessions with LIPs to ensure full implementation of LIPs strategies. The report should also include a discussion of challenges, lessons learned, and best practices drawn in the course of implementing this assignment for ACHIEVE.

Qualifications:

The consultant or consultant team must have the following experience:

- Master's degree or a related advanced degree in Social Sciences, public policy, international affairs, public health, communications, public relations, Social Welfare, or other relevant fields.
- At least ten years of working experience with evidence of achievements in, Policy influencing, Advocacy and Lobbying, public relations, stakeholder engagement, information and knowledge management, and other related topics.
- Experience with systems strengthening and capacity development among USAID, PEPFAR, and/or other international donor-funded health programs.
- Experience in designing and implementing advocacy strategies in the public or private sector in the context of influencing policy change, resource mobilization for organizational business development, public relations, and partnership development and management.
- Strong experience collaborating with regional institutions, particularly on capacity strengthening, advocacy, and lobbying activities.
- Strong writing, facilitation, and analytical skills
- Ability to effectively coordinate with appropriate stakeholders in all aspects of policy influencing and advocacy activity planning.
- Ability to work independently and produce timely and high-quality results.
- Familiarity with USAID and PEPFAR-funded programming is preferred.
- Familiarity with Tanzania Government/ Council Social Welfare Planning Cycle
- Proof of carrying out a similar assignment
- Kiswahili and English language proficiency.

Deliverables

This consultancy is structured as a fixed price opportunity, with costs aligned with each deliverable. The table below provides the deliverables and related deadlines.

Task	Deliverable	Deadline
1. Inception and Workplan Development	1.1. Engagement meeting minutes	29th th July 2022
	1.2. Detailed consultancy work plan and timeline	

2. Development of Advocac CD Support Training and Coaching Package for LIPs	2.1 Draft workshop materials for Advocacy CD Support Program.	August 13, 2022
	2.2 The final plan and workshop materials for the Advocacy for CD support program.	
3. Lead Advocacy Workshop and Support LIPs to develop their plans Program Delivery	3.1. Lead Advocacy training and strategies development workshop	August 27, 2022
	3.2 Prepare workshop report and indicate actions to be followed by ACHIEVE staff during supportive supervision and share the final report with recommendations and lessons learned.	
	3.3. 8 LIPs Coaching and Mentorship sessions.	
	3.4 Capacity Development staff coaching and mentorship sessions.	
	3.5 Final Advocacy strategy for 13 LIP.	
4. Final Report	4.1 Prepare the final report for the whole assignment	Sept 3 rd , 2022

Selection Criteria

Criteria	Score (Out of 100 Total Points.)
Previous technical experience with capacity development, mainly Advocacy, Policy influencing, resource mobilization, and business development for organization visibility for organizations implementing health and/or international development programs.	20%
Previous experience with developing organizational Advocacy strategies for Local Organizations.	20%
Previous experience in Policy influencing, Advocacy, under PEPFAR, USAID-funded, and/or other international donor-funded projects.	10%
Sound and evidence-based technical approach to activity implementation and completion of deliverables.	30%
Price	20%
Total:	100

Final Report

The consultant must submit the final report **five days** after completing the assignment.

Mode of Payment

- Payment will be made based on completed deliverables as per the activity deliverable schedule
- Payment is made in Tanzania shillings
- Cost reimbursable are based on actuals, not beyond the estimated contract amount (transport)
- The consultant is subject to a 5% withholding tax remittance

How to Apply

To apply, please send your organization profile/ CV, a short proposal (maximum ten pages) that summarizes your understanding of the ToR, evidence of previous

assignments, and technical details of how you plan to execute the assignment. Include the proposed budget for each deliverable in the assignment in TZS.

Submit your proposal to:

The Tender Committee,
Pact Tanzania,
74 Uporoto Street, Victoria
P.O. Box 6348, Dar es salaam, Tanzania.

Or email ProcurementTZ@pactworld.org with the subject: "**Facilitating ACHIEVE Local Implementing Partners with Knowledge and Skills on Advocacy and Supporting them to Develop Organization Advocacy Strategies.**"

The deadline for applications is July 27th , 2022. Only shortlisted candidates will be contacted for further inquiry and details.