

**Islamic Relief Worldwide**  
***“Strengthening Response Capacity and Institutional Development for Excellence” Project***  
**Terms of Reference for Organizational Development Specialist (Consultant)**

**IR in Asia Region:**

Islamic Relief started its operations in Asia region early 90s and since then has established offices in Afghanistan, Bangladesh, China, India, Indonesia, Pakistan and Sri Lanka. Additionally, offices in the Philippines (2013), Nepal (2015) and Myanmar (2015) were set up in response to major emergencies. Office in Malaysia is primarily a fundraising office; however it also runs in-country field operations including emergency responses.

Most of the country programmes are directly implementing projects while China, India, Sri Lanka, Nepal and Myanmar are working through local partners and peer agencies. All of countries have been historically involved in emergency responses as part of strategic priority area.

Humanitarian Department (HD) has responded to major emergencies in non-presence countries in Asia including Myanmar, Philippines and Nepal in last few years. Since 2014, HD has developed a regional team led by the Regional Humanitarian Manager (RHM) supported by Disaster Preparedness and Response Coordinator, and Senior Officer Humanitarian Support.

**STRIDE Project:**

Islamic Relief Humanitarian Department’s *“Strengthening Response Capacity and Institutional Development for Excellence (STRIDE)”*, is a two years project with an overall objective to *“Improve efficiency and effectiveness of IR’s humanitarian response”* primarily in Asia. Key deliverables include enhanced preparedness at country and regional level, comprehensive capacity building initiatives, organizational development of local partners and linkages with regional bodies and specialized institutes.

One of the key deliverables of project is to identify and enhance organizational capacity of local partners in presence/non-presence countries<sup>1</sup>. The organizational development process shall consist of a comprehensive capacity assessment, organizational development action plans (ODAP) and developing protocols for issuing grants to partner. Monitoring, mentorship and ongoing support will remain the responsibility of HD (Asia) team and Project Steering Committee/relevant working groups.

**Terms of Reference (TORs) for the Organizational Development Specialist:**

Islamic Relief is looking for individuals who can support partners’ organizational development component primarily in the following areas;

Partners Identification: OD Specialist will work with Organizational Development Working Group (formed under STRIDE project) for developing a criteria for partners. Based on the developed criteria partners identification process will be carried-out. For IR presence countries, the Humanitarian Focal

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<sup>1</sup> Target countries can vary conditional to updated risk ranking/analysis for non-presence countries and programme implementation model for semi-operational/non-presence countries.

Point (HFPs) will be responsible for sharing profiles of the potential organizations, whereas in non-presence countries the OD working group or HD will take lead on partners' identification. The OD Specialist will be providing technical support throughout this process.

Organizational Capacity Assessment: The OD Specialist is expected to develop/review the existing tools for capacity assessment and come-up with a final product suited in IR way of working. It needs to be an IR tool that can be used in future as well. For data collection, the OD working group/HD will provide support, whereas the data analysis need to be performed by the OD Specialist.

Organizational Development Action Plan: Based on the organizational capacity assessment of identified local partners, the OD Specialist with the support of OD Working Group/HD and Local Partners, will have to develop Organizational Development Action Plan (ODAP). It is not necessary that all the objectives/capacity building areas should be covered within the project life, however for strategic focus areas related to disaster preparedness and response need to be prioritized and scheduled within project life.

Grant Management Process: The partners will be supported through financial grants to implement their ODAPs. OD Specialist will provide support to HD team in developing grant management process/system. This may include; (i) allocating grant amount (ii) release and reimbursement process (iii) monitoring/grant review mechanism (iv) impact monitoring/evaluation etc.

**Timeline:**

Activity	Time				Remarks
	Nov, 2016	Dec, 2016	Jan, 2017	Feb, 2017	
Acquire services of OD specialist					
Partners identification					
Organizational Capacity Assessment					
Organizational Development Action Plan					
Grant management process					
Final sign-off/partnership agreement/grant agreement					

Working hours/days to be agreed at the time of initial screening and agreement signing.

**Required Experience and Skills:**

Following are the requirements for the interested individuals who wish to share expression of interest for the consultancy services;

- Experience of working with International NGO (s) in organization development and capacity building work
- Experience of working/management of local partners

- Sound experience in organizational development especially of local/national level partner organizations
- Experienced in developing (i) tools for organizational capacity assessment (ii) conducting partners capacity assessment (iii) developing organizational development action plans (iv) grants management etc
- Familiar with/good understanding of Core Humanitarian Standards, Sphere Standards, Protection Principles, Red-Cross/Red-Crescent Code of Conduct etc
- Excellent writing and communication skills (high proficiency in English language)
- Time management skills and able to complete the assignment within above mentioned time

**How to Apply:**

Please share your expression of interest (EOI) to [pc.co@irp.org.pk](mailto:pc.co@irp.org.pk) latest by **November 10, 2016**. The interested individuals should submit a brief proposal (02 pages maximum) mentioning;

- Suitability for the job and how their past experience is relevant to organizational development work
- Brief plan for implementing the above mentioned activities
- Quote for consultancy fee
- CV or work profile