

Terms of Reference (TOR)

For

Consultant to Review GII's Capacity Needs

A. Background

Alliance for Integrity brings together private sector companies, civil society organizations, and governments to share knowledge and best practices on integrity and anti-corruption measures. Through its various programs and activities, the Alliance for Integrity seeks to create a business environment that promotes transparency, ethical behaviour, and responsible corporate governance. It also works to raise awareness about the negative impacts of corruption on economic development and to promote the adoption of integrity and anti-corruption policies within the private sector.

Ghana Integrity Initiative (GII) is a non-profit organization dedicated to promoting integrity, transparency and accountability in the public and private sectors. GII is committed to addressing integrity challenges, creating and implementing solutions, and fostering a culture of integrity among stakeholders.

GII is currently in the process of officially becoming the national hub of the Alliance for Integrity Africa. Hence, in order for GII to position itself for the task ahead, GII's management team has recognized the need to assess its capacity and identify areas for improvement in its stakeholder engagement and network strategies, communication and fundraising plans, monitoring and evaluation framework, and information technology systems.

GII is, therefore, looking to recruit a consultant to conduct a thorough review of its current capacity in these areas and make recommendations for improvement. The findings of this review will be used to inform GII's strategic planning and decision-making processes moving forward, with the goal of increasing its impact and sustainability and aligning with the objectives and goals of the Alliance for Integrity.

B. Objectives of the Consultancy

The objective of this consultancy is to conduct a capacity needs and sustainability assessment for the organization, to identify opportunities for both organizational and individual enhancement, in order to facilitate the successful hosting of the Alliance for Integrity hub in Ghana. The capacity assessment should, at a minimum, include an examination of the following areas: stakeholder engagement and network development strategies, communication and fundraising strategies, monitoring and evaluation framework, and information technology systems.

C. Scope of Consultancy Services

The main services to be undertaken by the consultant/consulting entity are as follows:

1. Review of organizational systems, procedures, processes and practices including stakeholder engagement and network development strategies, communication and fundraising strategies, monitoring and evaluation framework, and information technology systems.

2. Provide recommendations (technical, broad and targeted) to address identified gaps, weaknesses, and suggest best practices for improvement in the capacity areas identified in “1)” above.

D. Deliverable

The consultant will be responsible for:

a) Produce an inception report

No later than a week after contract signing, the consultant will be expected to produce an inception report detailing the;

- i. Methodology to be used for the assessment
- ii. Assessment tool
- iii. A detailed work plan

b) Undertake review and identification of gaps

Guided by the agreed methodology prepared by the consultant and approved by GII, the consultant will be expected to conduct a thorough assessment of GII’s existing stakeholder engagement and network strategies, communication and fundraising plans, monitoring and evaluation framework and identifying gaps and areas for improvement. The consultant will then provide recommendations and plan of action that lays out clear and specific steps that GII can take to address the identified gaps and improve its capacity in these areas.

c) Submit draft report

The consultant is expected to submit a draft report and make a presentation for review by GII’s Management for feedback.

d) Submit final report

In line with comments and feedback from ‘c)’, the consultant will prepare and finalize the report for approval. This may, however, go through a few reviews and iterative processes before final approval.

E. Deliverable Schedule

Below is the deliverable schedule and output for this consultancy assignment;

Tasks	Deliverables/Outcome	No. of Days
1. Produce an inception report	Draft inception report	3 days after signing of contract
2. Undertake review and identification of gaps	Draft report submitted	8 days after inception meeting

3. Submit revised draft report	Revised draft report submitted based on preliminary comments	3 days after receiving preliminary comments
4. Presentation of the findings and recommendations	Discussion of the findings and recommendations	1 day
5. Submit final report	Final Report in 3 hard copies and 1 soft copy	5 days after Presentation of the findings
Estimated Total Number of Working days		20 days

F. Required Expertise

- Advanced degrees in economics, development studies, social sciences or related discipline;
- A minimum of 5 years of experience in conducting organizational capacity needs assessments and experience with self-assessment processes will be an advantage;
- At least 5 years of experience working in organizational development and policy expert in the specified area;

G. Reporting

The consultant will report to the Executive Director and will work closely with relevant staff members to gather information and conduct the assessment.

Expression of Interest

The title on the envelope or e-mail should be **GII Capacity Needs Assessment**.

The Consultant should express his/her interest in this call through a motivation letter accompanied by detailed curriculum vitae with three referees and samples of recent work related to capacity needs assessment to GII via electronic mail to **jobs@tighana.org** or hard copies to:

The Executive Director
 Ghana Integrity Initiative
 H/No 21 Abelenkpe Road,
 Accra

The Executive Director
 Ghana Integrity Initiative
 PMB CT 317, Cantonments
 Accra

Applications should be submitted latest by close of work on **Friday, March 31, 2023**. Only selected candidates will be contacted.