



ZIMBABWE AIDS NETWORK

Terms of Reference For ZAN Capacity Development Plan

1. Background

The Zimbabwe AIDS Network (ZAN) is a national membership association of HIV and AIDS service organizations and other institutions providing HIV and AIDS services. The network has approximately 450 members. ZAN's strategic objectives include provision of organizational development and technical capacity support to member organizations; resource mobilization and grant making, promotion of information sharing, exchange and networking and Advocacy. ZAN seeks to engage a consultant to develop through a participatory process a Capacity Development Plan for ZAN members.

ZAN has in the past conducted a capacity needs assessment in 2006 and has also put in place other mechanisms to identify and address capacity needs. The organisation has developed a Code of Conduct for AIDS Service Organisations which all members are bound to abide by. The compliance to the code is assessed through a peer review membership audit exercise. Substantial data was collected during the last audit exercise whose analysis will reflect clear capacity building needs and contribute to development of a capacity building plan. Under the Global Fund Round 8 support has been provided for the conduct of a participatory needs capacity assessment of ZAN members and the findings from this will need detailed analysis for development of a responsive capacity development curriculum and conduct of a training. The Consultant will be expected to synthesize existing literature on capacity needs as well as to engage with the members in identifying priority capacity needs.

Definition of Task

Under the overall supervision of the Deputy Director Programmes and in close cooperation with the capacity building department the consultant will perform the following duties and responsibilities:

- Analyse and consolidate Capacity Needs findings from all the 10 chapters
- Analyse and consolidate membership audit findings from all the 10 chapters
- Develop through a participatory process, a capacity building plan with clear prioritization of capacity needs.

Key Outcomes

The consultant is expected to consolidate and facilitate development of a shared understanding of priority capacity needs amongst ZAN members.

Outputs/deliverables

- Conduct two consultative sessions with the ZAN membership
- Produce a comprehensive report on current capacity gaps and existing capacity needs of ZAN members
- Produce a comprehensive, results oriented capacity development plan with specific and clear components/ issues to be addressed in each identified and prioritized capacity needs area.

Consultant will consolidate capacity needs findings and develop a capacity building plan that will enable ZAN to bridge the gaps identified. The plan will form the basis for development of an appropriate comprehensive capacity development curriculum in identified areas.

Reporting

The Consultant will report to the Deputy Director Programmes

Timing

The assignment is expected to be completed within a period of 15 days.

Qualifications

Education - Advanced university degree (Master's degree or equivalent) in organizational development, health and or social sciences, business, international studies, or other related field.

Experience - Minimum of five (5) years of progressively responsible professional experience in Organizational development, resource mobilization, programme management or in a related area. Experience at the international level, and working with NGOs and CBOs is desirable.

Other Skills - Basic knowledge of ZAN institutional mandates, policies, and good knowledge of core ZAN values related to humanitarian affairs. Extensive knowledge of funding partner systems and cycles and the NGO funding scenario and in particular in relation to the Zimbabwean scenario is an asset.

Proven qualities of synthesis and strong ability to analyze prepare and present written materials in excellent English. Facilitated similar training workshops for 3 organizations with traceable referees.

Bids submission Contact

Please send a proposal for undertaking task with detailed profiles and professional fee quotation to the Human Resources Advisor: bshirichena@zan.co.zw or submit at 154 Samora Machel Ave, West Belvedere, Harare on or before Friday 10 September 2010.

The application should contain:

- Profile of the Consultant with traceable references and copies of previous writing and published materials
- Professional fee quotation indicating the requested fee for the work envisaged in the job description. ZAN reserves its right to negotiate the final amount of consultant's remuneration
- Letter of interest