



Plan International Haïti  
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## TERMS OF REFERENCE

### Consultancy – CIVSAM proposal development

Plan International has been working in Haiti for 45 years addressing the rights of children and the needs of vulnerable groups. Plan International Haiti (PIH) is known as being rooted in communities and recognized as a leading organization in the areas of child protection and gender equality. Its programming includes interventions in the sectors of quality education, child and maternal health, sexual and reproductive health and rights, and disaster risk reduction. PIH operates from a central office in Port-au-Prince and three programme units (PU) in the West, South East and North East departments. PIH's programmes and projects are implemented in close collaboration with local civil society organizations, youth networks and government authorities.

Plan International was selected as a partner and awarded a multi-year contract with SIDA (Swedish International Development Aid) to support civil society strengthening in developing countries. This partnership is guided by the the Swedish government's "Strategy for support via Swedish civil society organisations for the period 2016–2022." This strategy is comprised of two main objectives: 1) Strengthening the capacity of civil society in developing countries to contribute to poverty reduction 2) promoting an enabling environment for civil society organizations in developing countries.

Plan International Haiti (PIH) was identified as one of the partners and is expected to design a project in line with SIDA's strategy and requirements by April 30, 2019. PIH is therefore seeking for a qualified consultant to be based in its Country Office in Port-au-Prince, to coordinate the planning and program design process, including the development of a full proposal aiming at strengthening civil society in Haiti.

The Proposal development will be guided by SIDA CIVSAM (SIDA's department of Partnership and Innovation) Framework Program 2019-2024, Plan International's 'Building Better Partnerships' standards, the recommendations of the study 'Strengthening and supporting civil society in fragile, conflict affected and disaster-prone settings' conducted by Plan International Sweden in 2018 and Plan International Sweden's guidance on civil society strengthening.

#### The objectives of the consultancy are:

1. To conduct a situational analysis of the organizational capacity, space and influence, legitimacy and diversity of local civil society and identify gaps to be addressed by the project;
2. To help examine the priorities and expectations of Plan International, CSOs, donors, and other relevant agencies in order to determine the impact area of the project;
3. To lead the process to identify key partners organizations to be actively involved in the design and implementation of the project;
4. To ensure participation and influence of CSOs and partners throughout proposal development to generate ownership and sustain engagement;
5. To develop a full proposal for civil society strengthening in Haiti including the logic of intervention, strategy for implementation, governance structure, risk analysis, budget, etc. (using the format required by the donor).

#### Duties and responsibilities of the consultant:

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Pays Programme Albanie Bangladesh Bénin Bolivie Brésil Burkina Faso Cambodge Cameroun Chine Colombie République Dominicaine Equateur Egypte El Salvador Ethiopie Ghana Guatemala Guinée Guinée Bissau Haïti Honduras Inde Indonésie Kenya Malawi Mali Népal Nicaragua Niger Pakistan Paraguay Pérou Philippines Sénégal Sierra Léone Sri Lanka Soudan Tanzanie Thaïlande Togo Uganda Vietnam Zambie Zimbabwe



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Under the guidance and in consultation with the Grants and Resource Mobilization Manager and the Program Support Manager, and other relevant stakeholders including Plan Sweden, the consultant will undertake the following tasks:

1. Conduct a desk study on civil society strengthening in Haiti and review all relevant documents provided by Plan International;
2. Carry out key informant interviews to complement desk review information through field visits, community consultations to collect relevant data for project development;
3. Conduct a situation analysis, including a gender analysis, of the state of civil society in areas where Plan International Haiti operates and identify needs for strengthening;
4. Carry out a mapping of local organizations and assess compatibility with PIH's vision, programmatic focus and values;
5. Conduct consultations with identified CSOs and partners to develop the project proposal and identify strategies for implementation;
6. Organize a validation workshop to review and validate the draft proposal with CSOs and partners;
7. Integrate reviews and submit the final proposal to Plan International Haiti;
8. Adjust the proposal based on recommendations;
9. Ensure proper handover to PIH staff for effective and smooth transition between design and implementation phases

#### **Deliverables:**

1. Inception report/work plan;
2. Desk review report;
3. Situational Analysis report;
4. CSO mapping;
5. Project proposal that includes a context analysis, a logframe, project risk register, monitoring and evaluation plan and detailed implementation plan.

#### **Profile of the candidate**

Bachelor in social science/ international development/ humanitarian affairs or equivalent. Master's degree is a plus

Knowledge of local context

Demonstrated ability to work and coordinate effectively with wide variety of stakeholders, including national and local government, donors, community-based organizations and civil society organizations.

Capacity to facilitate meetings, workshops

Knowledge of human rights based approaches and particularly child and women's rights based approaches

Experience in working with strengthening civil society organizations – for example working with civic space issues, organizational development, building civil society alliances, etc.

Demonstrate competencies for working in a participatory approach to equal partnership

Good interpersonal, oral and written communication skills

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Excellent Analysis Capacity

Strong experience in project development and implementation

Experience in gender analysis

Experience in working with bi and multilateral donors

Spoken and written fluency in Haitian Creole, French and English

**Duration: 9 months - September 2019 to May 2020. However, in the event of this funding approval, a Project Manager will be hired and a contract extension may be considered.**

Interested candidates are encouraged to submit their application (Curriculum vitae, cover letter, and sample of a proposal, report, or study) to [Tender.Haiti@plan-international.org](mailto:Tender.Haiti@plan-international.org) on **October 22<sup>th</sup>, 2019** the latest. Women are strongly encouraged to apply.

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