

TERMS OF REFERENCE (TOR)

for consulting firms/individuals to undertake mapping and identification of development partners

1. Rationale to the Assignment:

Oxfam is an International confederation of 19 organizations working together with partners and local communities in more than 65 countries. One person in three in the world lives in poverty. Oxfam is determined to change that world by mobilizing the power of people against poverty. Around the globe, Oxfam works to find practical, innovative ways for people to lift themselves out of poverty and live a life with dignity. We save lives and help rebuild livelihoods when crisis strikes. We campaign so that the voices of the poor influence the local and global decisions that affect them. In all we do, Oxfam works with partner organizations and alongside vulnerable women and men to end the injustices that cause poverty.

We believe that partnership with civil society organizations have been central and indeed play an instrumental role in realization of Oxfam's Theory of Change as enshrined in new OCS (Oxfam Country Strategy). Grounded in our "Theory of Change" working with Civil Society Organizations is crucial to achieve results at large scale and making lasting change in the lives of target communities. OiP (Oxfam in Pakistan) is set to also deepen its strategic depth by working closely with government to strengthen their systems for responding to the needs of communities. This approach will help OiP maintain a balance in supply and demand side interventions to make more sustainable change and contribute effectively in SDGs (Sustainable Development Goals). In this backdrop, we believe that mutually beneficial working relationship with CSOs and Government of Pakistan (GoP) at the local and national level will pave the ways to fulfill the rights of the citizens as enshrined in the constitution of Pakistan.

Currently, Oxfam is engaged with 26 diverse Civil Society Organizations in implementation of various projects/programs in thematic areas including; **1. Effective Governance and Economic Justice**, **2. Gender Justice**, and **3. Resilience, Response and Climate Change adaptation**. Considering the new regulatory regime for CSOs, OiP is looking at diversifying its partnership portfolio by identifying more compatible and potential partners (CSOs, Development Organizations, Alliances, Academia etc.) to leverage its work for poverty alleviation.

The purpose of this mapping exercise is to identify additional partners with relevant expertise and the necessary legal registration status in the country in line with OiP due diligence process and partnership strategy.

2. Objectives of the Assignment:

This exercise is intended to achieve the following objectives;

- To scope and map potential Development Partners/Alliances/Academia etc.
- To carry out due diligence process of shortlisted development partners for selection and future partnerships with OiP across Pakistan by following OGB and ONL guidelines
- To support OiP in finalising its future partners, that are complaint to new regulations in place, and have the capacity / infrastructure, interest and willingness to become Oxfam's partner for the rollout of it's new country strategy.

3. Task and Output/deliverables of the assignment

The main tasks and outputs expected out of this exercise are as follow;

- Review list of development partners registered/awaiting registration with Economic Affairs Division (EAD) and shortlist potential partners across country relevant to Oxfam's thematic pillars (Gender Justice, Governance and Economic Justice and Resilience, Response and Climate Change Adaptation) focusing rights based interventions for women and excluded groups.
- Review relevant documents including OiP's country strategy, partnership strategy, due diligence and safeguarding tools and government liaising protocols.
- Hold inception meeting and set coordination mechanism to provide updates to OiP's management while undertaking the assignment
- Conduct field visits in all provinces of country to carry out due diligence of the selected development partners as per the list agreed with OiP management, using pre-defined standards. Establish and maintain transparency and accountable approach while developing database to propose new partners to OiP
- Presentation of findings and analysis of the exercise to OiP management
- Develop detailed report of the main findings and analysis
- Propose a model of selection of partners based on unbiased decisions to maintain sanctity of partnership

4. Qualification and Experience:

The consultant firm/individuals shall have demonstrated capacity and capability to undertake this assignment. The following criteria will form the basis for selection.

- I. **Technical Competence:** Proven experience in undertaking similar assignments with technical expertise in areas of CSO strengthening, strategic planning, partnership management, human resource management, financial management. Extensive work experience in the areas of women rights and poverty alleviation. Must demonstrate possession of knowledge and skills in and security, administration and government liaison. Also, knowledge of country context regarding CSO registration and regulation is mandatory.
- II. **Selection criteria:** Firms or individuals with technical competence defined above and sound technical and competitive financial proposals followed by presentation will be selected for the assignment.

5. Duration of the Assignment:

The assignment will start tentatively on June 01, 2019 upon signing of the contract and is expected to take 35 working days.

S.No	Major tasks	Duration
01	Desk review of relevant documents, shortlisting of partners, inception meetings with OiP	05 days
02	Carry out due diligence of potential partners	20 days
03	Report and presentation of findings (details of proposed partners and due diligence process)	05 days
04	Incorporating feedback by OiP management	05 days

6. Content of the Proposal:

The consulting firm should submit a detailed Technical and Financial proposal. The technical proposal must contain:

- A brief understanding and detailed methodology for assignment.
- A detailed work plan including dates for field visits, consultation workshop, and submission of the draft and final Report
- Evidence of availability of appropriate qualifications, manpower and key staff that will constitute the team.
- CVs of the assigned team member(s) detailing relevant experience.

7. Submission Procedure:

The technical and financial proposals should be forwarded to HR department in sealed envelope on following postal address:

Mr. Muhammed Imran Qureshi
Plot No. 02, Street 11A, Idrees Market, Near Shalimar Police station,
F-10/2, Islamabad.
Pakistan

The last date for submission of technical and financial Proposal is May 27th, 2019