

## Call for Applications: Organizational Development (OD) Consultant Training

### Background Information:

Children Rights and Violence Prevention Fund (CRVPF) is a regional child rights and social justice intermediary organisation, based in East Africa. CRVPF works with community organisations to prevent violence and sexual violence against children and young people, build their resilience to make the right choices and decision and facilitate safe and dignified employment opportunities<sup>1</sup>.

INTRAC is a UK-based non-profit organisation that supports civil society around the world to build the skills and knowledge to be more effective in addressing poverty and inequality<sup>2</sup>.

In 2021, CRVPF staff participated in an organisational capacity strengthening training supported by Oak Foundation and facilitated by INTRAC. This led to a recognition that CRVPF's capacity to support its 100+ partners are hampered by a shortage of suitably qualified and motivated national consultants based in the region who can accompany community organisations in the process of change.

A pool of well-equipped national consultants is essential to localise capacity strengthening focusing on community organizations. In particular there is a need for consultants who are already working at community level, who have the experience and knowledge of local ways of working, and who want to develop their skills as outside advisors. To genuinely shift the power, we need to address this critical bottleneck. Three recent sector-wide studies (Hewlett 2021, Ford 2021, Packard/INTRAC 2020) have all confirmed that the sector desperately needs more national consultants who can facilitate organisational change and learning amongst CSOs (Civil Society Organisations).

INTRAC has considerable experience in training national consultants in organisational development through the Consultants for Change programme. So, based on the relationship that INTRAC and CRVPF have, a training program is being developed for OD consultants committed to working with community organisations.

### About the training Course

CRVPF with support from INTRAC plan to strengthen the skills of passionate OD consultants working with civil society and community-based organisations in countries of operation (Uganda, Kenya, Tanzania and Ethiopia). **The objective of this training course is to develop the Ecosystem of National OD consultants with essential skills and knowledge hence strengthen their practice in OD work.** The course plan to work with 19 participants inclusive of 3 CRVPF national consultants and 16 other OD consultants from the four countries of CRVPF operation. Once trained, the consultants will be expected to commit to providing effective organisational development and learning support to Community Organisations in the four countries where CRVPF is operating.

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<sup>1</sup> For more information visit: [www.crvpf.org](http://www.crvpf.org).

<sup>2</sup> For more information visit: [www.intrac.org](http://www.intrac.org).

## **What is the structure of the programme?**

The course will include a mixture of face to face and follow-up online workshops with remote and asynchronous learning material. The course will be spread over eight months (December 2024 - July 2025) comprising of two residential workshops, tentatively scheduled for Monday 20<sup>th</sup> January - Thu 23<sup>rd</sup> January 2025 in Kampala, Uganda and Monday 12<sup>th</sup> May - Wed 14<sup>th</sup> May 2025 in either Kenya or Uganda.

The course will focus on how to work with Community Organisations to understand better their strengths and challenges, to prioritize areas of change, and then develop tailored action plans for each CBO. A key aspect of the work will be to help Community Organisations to address areas identified for improvement while keeping the ownership for the change with the Community organisations and not the consultant.

## **Methods of Learning and Practice**

- Initial engagement of participants through online participatory workshops to familiarise with collaboration tools, to give input into course design and to build a collective ethos.
- In person workshop for about 4 days to deliver course content and enable participants to connect
- Online follow up seminars on specific topics (as requested by participants)
- Self-assessment, personal development plans and reflective writing assignments
- Include a 'learning project' in the course trajectory. This would involve engaging with a CBO and offering pro-bono help on a specific aspect of their organisation's challenges, this is followed by a presentation to the group of what the consultant did and what they learned from the experience.
- Mentoring support for learning projects
- Set up a voluntary buddy system or triads to provide mutual support (within or across countries)
- Organize a second end-of course workshop to share experiences of learning projects.

## **What is the cost of the Programme?**

The total cost of the course is estimated to be approximately USD 5000 per Trainee. All this cost has been paid by CRVPF so that the program is at no cost to participants. However, participants are expected to commit their time and organize themselves so that they can participate fully in all the activities of the programme.

## **Who qualifies for this course?**

- You must be an OD consultant with a minimum of 5 years' proven experience in OD work.
- Should have extensive experience and responsibilities working with Community Organizations in capacity strengthen.
- Must be a resident of one of the four of CRVPF's countries of operation. Should be a National of that country or have a work permit that allows him/ her to engage in work in that country
- Should have at least a postgraduate degree with relevant educational background in social sciences, education, and other related fields.
- Must be passionate about OD and more specifically have experience of working or volunteering with, or leading community organizations.

- Should be willing and committed to support organizations in their respective country after the training. Must provide evidence or guarantee that he /she has adequate time and is committed to supporting CRVFP partners after graduation (on a paid basis).
- Must provide at least two professional references
- Track record of being nonviolent, no previous record of abuse of vulnerable people especially children and women.
- Must speak and understand English as well as speak at least one local languages

### **Role and Responsibility of participants *Post* Programme:**

The trained consultants' focus will be on helping the CRVFP CBO partners: a) to understand their organisation's strengths and challenges b) to increase CBO's effectiveness especially in the areas of leadership, HR, finance, programme design and implementation, MEAL, and safeguarding. This work will be done on a paid basis by CRVFP with an agreed consultancy daily rate depending on experience and country of work.

### **Specific Roles of OD Consultants**

The OD consultants' roles during training will be to

1. Attend all the training sessions as scheduled both online and face to face.
2. Actively participate in the sessions sharing experience.
3. Complete learning assignments and exercises as per programme design.
4. Read and contextualize the shared reading and resource materials shared as per course design.

The OD consultant's role after training will be to work with CRVFP to.

1. Organize partners inception meeting to orient selected organization partners on capacity development following the principles and skills acquired through the training.
2. Organize and support partners to conduct organizational self-assessment, identify their strengths and priority areas for their development.
3. Organize capacity strengthening support based on the priority areas.
4. Support partners to implement the capacity strengthening in their different clusters.
5. Provide regular updates and reports to CRVFP about capacity strengthening of partners under his/her support whilst respecting clear confidentiality agreements with partners and CRVFP.
6. In all aspects, the OD consultant shall have the role of facilitator, mentor/coach (as opposed to ultimate expert).

### **Compensation for capacity strengthening services to COs**

CRVFP will compensate consultants for the time spent supporting COs **after** the training. This will include professional fees, transport facilitation, meals and accommodation depending on the CBO's proximity to consultants' home base. The actual remunerations will be discussed after the training.

## How to apply?

### 1. Application form

- Complete the online application form here:  
<https://ee-eu.kobotoolbox.org/x/PWboNCQK>

### 2. Recorded video presentation

- You are required to submit with your application a short recording of yourself giving a presentation. The theme of the presentation should be: "Why invest in capacity strengthening?". The presentation should be aimed at the staff and volunteers of a community organization (youth group, cooperative, self-help group, child rights activists etc). The presentation should be 3 to 5 minutes long and should not include any PowerPoints. You can use illustrations or point to a flipchart with a picture. **Please attach a link to your video in the application form.**
- Through the video, CRVPF aims to understand the applicant's ability to:
  - o Communicate clearly and enthusiastically with people who are involved in community organizations.
  - o Show your understanding of what is capacity strengthening
  - o Adapt your presentation style to the audience you are communicating with

### 3. Required documents:

- The application should include certified academic documents relevant to your application
- Include a CV with your relevant experience
- Recommendation letter from an organization where the applicant has done OD consultancy before or led a significant programme of change.
- Commitment letter indicating commitment to support CRVPF Partners after the training
- Write a cover letter addressed to the Executive Director CRVPF, explaining what you hope to learn from the program and what you will bring.

## When to apply?

Please complete the application form online and send the required documents to the following email address: [albert.asiimwe@crvpf.org](mailto:albert.asiimwe@crvpf.org) and [info@crvpf.org](mailto:info@crvpf.org)

Application deadline is **23rd September 2024**.

Interviews will be held online October – November 2024.