DanChurchAid (DCA) goals, vision and core
DCA is a Danish humanitarian, not for profit NGO based in Copenhagen. DCA’s international goals are based on responding to the needs for sustainable development and humanitarian action. All DCA’s activities are carried out in support of one or more of these goals: Save Lives, Build Resilient Communities, Fight Extreme Inequality.

DCA has a vision of a world without hunger, poverty and oppression, in which popular and political powers constantly work strongly and actively for a just and sustainable distribution and use of the earth’s resources.

DCA supports the poorest of the world in their struggle for a dignified life and helps those whose lives are threatened. We provide emergency relief in disaster-stricken areas and long-term development assistance in poor regions - to create a more equitable and sustainable world. We work closely with faith-based and other partners and break new ground in our partnerships to make the greatest possible difference in the world.

Central African Republic (CAR) crisis context, needs and stakeholders

Background
The humanitarian crisis in the Central African Republic is driven by protracted armed conflict, which has displaced hundreds of thousands of people. Access to basic services, including food, health care, water, hygiene and sanitation as well as protection services, is severely constrained.

DCA objectives
DCA focuses on improving the resilience of the Central African communities exposed to risks caused by armed violence and extreme poverty, through a combination of humanitarian response, social cohesion, protection and livelihoods activities.

DCA CAR program positioning
DCA has operated in CAR since 2015. its Country Office intervenes on the dynamic and accountable engagement of civil society, democratic authorities, and a responsible private sector. This is achieved at, multiple level: The individual level (DCA supports the population through basic psychosocial support services); the community level (DCA supports and capacitates the civil society including local NGOs, community-based organizations); the regional and national level (DCA liaise and coordinate with other relief and development organizations).

Since 2015 DCA CAR has been making a difference in individual’s lives in one the most difficult context. In CAR DCA implement programs through an integrated programming that include: Conflict Prevention and Peace Building, Social Cohesion, Mental health and Psychosocial Support, Protection, Food Security and Livelihoods as well as Emergency Response.

In doing its work, DCA partner with national civil society organizations and one of the outcomes of CAR programs is to strengthen capacity of Civil society organization in both institutional development and project management. To carry out activities related to this outcome, DCA CAR engage over 50 CSOs in program implementations in the 11 out of 16 prefectures of CAR and have cooperation agreement with one national organization (NNGO) where systematic institutional capacity building have been ongoing since 2019 and DCA wishes to extend this support to more NNGOs over the next year (s).

Objectives of the consultancy
The DCA CAR country office (CO) wishes to engage a consultant who can conduct an in-depth capacity assessment of different NNGOs (at least 5), analysis their situations and weaknesses in terms of back office
and project management capacity, provide recommendations on filling/closing gaps (in a long-term process) and draft a plan based on the findings and recommendations with a description of suggested actions that are needed to strengthen the capacity of each of the assessed NNGOs.

**Scope of Work**
The consultant will carry out the following:

- Discuss the criteria for capacity assessment with focus on but not limited to finance and administrative, operations, programming areas and implementation capacity and existing on financial management, procurement and logistics, data protection, child protection, complaints handling mechanism and Prevention of sexual exploitation and abuse. Look into organizational procedures and processes among others in collaboration with DCA CAR’s country management team.
- Provide/Develop necessary assessment tools, based on the discussions with the country management team which can be used for the capacity assessment and assessment plan. Present the tools and plan for approval
- Conduct the capacity assessment based on the plan and assessment tools agreed up on. This will include visiting the organizations both in their field office locations as well as analyzing selected documents of those organizations
- Provide a comprehensive assessment report, which clearly states the procedures, findings and results as well as an in-depth analysis of the findings clearly showing the organizational strengths, weakness, opportunity or potentials.
- Identify capacity gaps and propose recommendations per specific areas
- Based on your recommendations, propose a capacity development plan for each of the assessed organizations based on its specific findings
- Prepare a presentation for the findings, recommendations and capacity development plan to DCA CAR Country management team
- Prepare final assessment report, capacity development plan based on the inputs of the presentation
- The number of days for this consultancy is estimated to be 25.

**Consultant profile:**
- The consultant should hold an advanced degree in social work, development studies, project management, humanitarian studies or similar fields
- It is expected that s/he has not less than 10 years’ experience in conducting similar capacity assessment which include experience within governance, project management, community development, financial management and auditing, etc.
- He/she should have a good understanding of CAR and organizational registration & operations regulations and be able to assess existing policies and procedures
- Fluency in spoken and written French is a requirement
- Consultant should be to provide proof of the said experience and education including references to clients which he or she conducted similar assessments.

DCA has internal policies and standard operating procedures to prevention of sexual exploitation and abuse, anti-fraud and corruption, child protection, data protection and expected code of conduct. Selected consultant should be able to adhere to those and will need to read and sign the commitment to its adherence.

**Submission process:**
Interested consultants should submit a technical and financial proposal for the scope of work, together with their CV, proof of education and proof of experience with conducting similar assessment, including references related to assessment conducted.

**How to apply:**
Please submit the required documents to xawe@dca.dk; Applications should be addressed not later than 30th November 2021.
For more information about DCA, visit [www.danchurchaid.org](http://www.danchurchaid.org)