



Request for Technical Assistance

Expertise in OFDA Funded Consortia - Design of Consortia Cycle Management and Coordination tools and methodologies

1. Background

AAH-Spain is present in Syria since 2008 and is one of the leading humanitarian organizations in the country. AAH-Spain is currently working the governorates of Rural Damascus, Ar-Raqqa, Deir Ez Zor, Aleppo, Hassakeh, Latakia and Daraa.

In September 2018, USAID/OFDA approved the proposal that Action Against Hunger (AAH) and other four iNGOs had submitted in consortium for a comprehensive program across Government of Syria Controlled areas, called "*Humanitarian Assistance and response to the population affected by the conflict in Syria in areas accessible from the Consortium of INGOs based in Damascus*".

AAH-Spain is the Leading Agency in the Consortium, in charge of the coordination of the global intervention and the global accountability towards the donor.

Details of the program:

Total Estimated USAID Amount	40,000,000 USD
Total Obligated USAID Amount	19,995,781 USD
Period of performance (years)	October 1, 2018 to September 30, 2020 (2)
Place of Performance	Syria
Sectors of intervention	Health Water, Sanitation and Hygiene Shelter and Settlements

2. General Objective of the Technical Assistance

To develop the management cycle and coordination structure of a large scale OFDA funded consortium program, defining key processes and providing the lead Agency with the adapted tools and policies.

3. Activities and expected Outcomes

Activities	Outcomes
<p><u>A1. Contract, compliance and coordination</u></p> <p>Analysis of already produced documentation of the consortium, such as</p> <ul style="list-style-type: none"> ▪ Sub-Award Agreements, ▪ Consortium Coordination Mechanism <p>and identifications of main challenges regarding compliance during the project life with USAID/OFDA's rules and guidelines.</p>	<p>O1.a</p> <ul style="list-style-type: none"> ▪ Correction / completion of the revised documents, providing suggestions for improvement aiming a clear, transparent and efficient coordination among partners, and ensuring compliance with OFDA guidelines and policies. <p>O1.b</p> <ul style="list-style-type: none"> ▪ Set of tools for correct and on-time supervision of compliance during implementation and reporting phases (i.e. Checklists, random check templates, etc.)
<p><u>A2. Risk Assessment and Risk Management</u></p> <p>Revision of the already produced Risk Assessment and Risk Management documents and completion of a tailored Risk Management Plan</p>	<p>O2.</p> <ul style="list-style-type: none"> ▪ Corrected and completed of Risk Mitigation tools. ▪ Corrected and completed Risk Management Plan and Protocols that are compliant and adapted to OFDA/USAID policies and guidelines ▪ Training Plan and its Dissemination Plan within Consortium Members' staff ▪ Risk Monitoring plan
<p><u>A3. Policies on SEA, GBV, Child Protection and Harassment</u></p> <p>Analysis of the existing policies and protocols and adapting them to Consortium Program description.</p>	<p>O3.</p> <ul style="list-style-type: none"> ▪ Corrected and completed protocols that are compliant with and adapted to OFDA/USAID policies and guidelines. ▪ Implementation Plan
<p><u>A4. Information and communication among partners</u></p> <p>Revision of existing documentation within the consortium.</p> <p>Analysis and identification of its weaknesses and challenges regarding aspects including but not limited to accessibility, confidentiality, data protection, consent, data of beneficiaries, amount and quality of the information and its adequacy to its use for reporting.</p>	<p>O4.</p> <ul style="list-style-type: none"> ▪ Comprehensive methodology and tools for the production and management of information ▪ Tailored methodology for communication and sharing of information among Consortium members ▪ Set of tools and/or templates for internal reports about (including but not limited to) context, security or access,



4. Duration and duty station

The duration of the technical assistance will be 6 weeks, divided in 2 periods:

- 3 weeks from December 2nd to December 23rd 2018
- 3 weeks from January 3rd to January 24th 2019

The duty station is Beirut (Lebanon), with constant contact with the Consortium Members Offices in Damascus (Syria). If considered appropriate and pertinent by the consultant, a short stay in Damascus would be possible.

However, the requested Technical Assistance includes activities of revision and analysis of documentation in an initial phase (approximately 1 week) that can be covered home based.

5. Selection Criteria of Candidates

Candidates to this TA can be individual experts and Consulting firms. In the case of a Consulting Firm, the CV of the main expert will be taken into detailed consideration within the selection, and a maximum of 4 points will be given to the support experts.

- i) Experience with humanitarian consortia with similar Budget and scope (10 points)
- ii) Expertise and experience managing USAID/OFDA large scale grants (7 points)
- iii) Relevance and adequacy of previous technical assessments by the expert (5)
- iv) Knowledge of the Syrian humanitarian context (3 points)

6. Sending of offers

Proposals will be sent by email with the subject "ESMD01086 Technical Assistance Consortium Syria" to the following E-mail Address: licitaciones@accioncontraelhambre.org, Nadia Jamil: njamil@accioncontraelhambre.org, CC: Alicia Romacho: aromacho@accioncontraelhambre.org

Deadline for submission of proposals is November 25th, 23:00 CET

Proposals sent by candidates will include:

- Financial proposal (Budget)
- Technical proposal:
 - o Set of deliverables
 - o Schedule for deliverables.

Please note that transport and office space in Beirut (and eventually Damascus) will be provided by AAH-Spain.



The rest of expenses (flight tickets and visa expenses, accommodation and computer, etc.) will be covered by the consultant.

Should there be a short stay in Damascus, travel, visa and accommodation would be covered and arranged by AAH-Spain.

7. Essential Documents (non exhaustive)

- AAH - Syria Mission Strategy
- OFDA Call for Proposals (NFO 720FDA18APS00002)
- Submitted proposal and annexes
- Donor's Grant Agreement
- Sub-Award Agreements between AAH and Consortium Members