

Proposal Writing and Results Framework Development

Terms of Reference

1. Background

Dóchas is the Irish Association of Non-Governmental Development Organisations. It provides a forum for consultation and co-operation between its members, and helps them speak with a single voice on global development and justice issues. Our vision is a world where poverty and marginalisation are unacceptable and where every person has the right to live a life of dignity. Further information is available at www.dochas.ie.

2. Context

Dóchas is currently in the process of finalising a new strategy which will lead our work and direction over the following five years from 2022-2026. The strategy will re-affirm Dóchas overall **Vision**, mission and purpose, agree a **theory of change** that situates our work within the framework of civil society space and gives the organisation a clearer understanding of our contribution and role to transformative change. It will also determine a limited number of ambitious and achievable **strategic pillars**, building on the work that has been carried out over the previous strategy.

Concurrently Dóchas is required to develop a new programme proposal detailing the activities that will fall from the strategy and this will be accompanied by a Results Framework, Resource Framework and Budget.

3. Purpose & Scope of work

Dóchas requires the support of a consultant to facilitate the development of a programme proposal with the Dochas team and develop an impactful results framework that ensures strong accountability markers and milestones.

This consultancy will be required to develop both the programme proposal and results framework by leading a participatory process with the Dóchas team.

The Results Framework will need to consider:

1. What information needs to be collated, analysed and reported by whom to whom and when (including internally to staff, management and Board and externally to members and donors).
2. How Dóchas can gather member insights (including perceptions of Dóchas and usefulness) to ensure we are meeting their needs.
3. How reporting on outcomes and results can be brought together to develop a scorecard of KPIs.

4. Methodology, Contract and Timing

This consultancy should follow a collaborative and participatory mixed methods approach and will likely involve:

- 1 to 2 days for desk research and initial conversations with team members
- Two facilitated meetings with the Dóchas team to develop the proposal and results framework
- 4 to 5 further days to draft and refine the programme proposal and results framework

We expect the consultancy to begin the week of 11th October with the first facilitated meeting with the Dóchas team on Thursday 14 October and that the work to be completed no later than mid November 2021.

Dóchas will not be liable for payment of PAYE, PRSI or USC in respect of this consultancy. Payment of all appropriate taxes remains the responsibility of the Consultant. Payment for the days worked will be made on the production of an invoice when work is completed to the satisfaction of Dóchas.

5. Key Reference Documents

- Dóchas Strategic Plan
- 2016-2021 Programme Proposal
- 2016-2021 Results Framework

6. Confidentiality and Data Protection

A normal duty of confidentiality is expected in relation to Dóchas business, both during and after this consultancy. All documents (e.g. records, reports, plans, policies, papers, files) relating to work carried out in the course of this consultancy with Dóchas will remain the property of Dóchas at all times. The consultant will not retain copies of such records.

The consultant will not at any time either during the period covered by this contract or after its termination make use of or communicate to any unauthorised person/body any confidential information about Dóchas which may have obtained during the course of this consultancy.

On termination of this contract by either party the consultant will deliver to Dóchas all records, documents, equipment, etc. in their possession or control relating in any way to this consultancy with Dóchas.

Confidentiality relating to Dóchas data and processes not in the public domain will be respected by the consultant.

7. Application process

It is essential that the consultant will have:

- Familiarity with the work of the international development sector in Europe
- Substantial experience in proposal development
- Substantial experience working on impact analysis for networks
- Demonstrated track record in results based monitoring and evaluation and organisational level performance management.
- Experience in data collection and analysis

Please submit your expression of interest in this tender to Louise Finan, Head of Programme and Policy, louise@dochas.ie by Wednesday 6 October, cob, suggesting a possible methodology and rate, including VAT. If you are shortlisted, you should expect a call early the following week, when selection will be made.