



## **Service Provider Terms of Reference**

### **Activity name**

Grants and Sustainable Project Implementation Consultant

### **Project name**

Strengthening civic space for comprehensive development and  
empowering civil society organizations

### **Sponsor Name**

European Union

## **1. Brief on the project**

The project titled "Enhancing the Civic Space for Inclusive Development: Empowering Civil Society Organizations in Yemen" represents an innovative partnership between the SOS Foundation for Development, Care Yemen, and BFD, generously funded by the European Union. The aim of this project is to strengthen Civil Society Organizations (CSOs) as independent entities that contribute to promoting good governance and sustainable development in Yemen.

## **2. Project Outcomes**

The project is designed to achieve the following outcomes:

- **Enhanced Enabling Environment for CSOs:** Create an environment conducive to the inclusion, participation, and empowerment of Civil Society Organizations (CSOs) within the governorate of Aden.
- **Improved Contribution of Yemeni CSOs:** Bolster the contribution of Yemeni CSOs towards addressing community needs within the governorate of Aden. This includes endeavors related to integrated human and social development, economic stability and growth, as well as the promotion of peace and security.

## **3. Organizational Capacity Enhancement**

Internally and collectively organizing local civil society organizations in Yemen constitutes a cornerstone of our program. Presently, many of these organizations encounter challenges such as unqualified staff and insufficient organizational and planning capabilities. Notably, they operate with minimal strategic direction, lack long-term plans or internal monitoring and control systems, experience high turnover rates among staff and members, grapple with internal mismanagement, and exhibit a deficiency in transparency and consistency in management, operations, and finances. Addressing These issues are imperative to bolstering the efficacy and sustainability of them endeavors.

## **4. Introduction:**

The in-depth technical assessment and capacity-building phase for three selected civil society organizations in Aden Governorate has been successfully completed under the supervision of the previous consultant. During this phase, a comprehensive assessment of the organizational and technical capabilities of each organization was conducted, and a detailed action plan was developed, outlining areas that need improvement, such as internal organization, strategic planning, and project management.

Additionally, the capacity-building phase was carried out, providing technical support and training to the organizations in several key areas, including:

- Organizational
- Strategic planning
- Project management
- Fundraising and resource mobilization
- Monitoring and evaluation
- Advocacy and communication
- Leadership and governance
- Environmental aspects and climate change

A **grant consultant** will be contracted to carry out the next phase of the project, which includes supporting the three organizations in writing, developing, and implementing their projects. The grant consultant's role will focus on guiding the organizations in drafting their project proposals, providing technical advice to ensure that the projects align with local community needs and sustainable development goals. The consultant will also assist in developing project plans in accordance with best practices and international standards, and will follow up on the implementation of the projects to ensure they proceed according to the set objectives and timelines. Additionally, the consultant will offer support in monitoring and evaluation processes to ensure the success of the projects and the achievement of the desired outcomes.

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## 5. About the activity:

A grant consultant will be contracted to carry out the next phase of the project, which involves providing full support to the three selected organizations in writing, developing, and implementing their projects. In this phase, the grant consultant's role will be pivotal in guiding the organizations through the process of drafting their project proposals, offering the necessary technical advice to ensure that the proposed projects align with local community needs and sustainable development goals. The consultant will also assist the organizations in developing detailed project plans in line with best practices and international standards, ensuring that each project is efficient and effective.

Additionally, the consultant will closely monitor the implementation of the projects to ensure they proceed according to the set objectives and timelines, while providing ongoing support to ensure the achievement of the desired outcomes. It is essential that the projects are implemented in accordance with the training the organizations received during the capacity-building phase, and in full compliance with the policies, regulations, and plans that were previously developed for them. The consultant's role will also include providing support in the monitoring and evaluation processes, ensuring that the progress of the projects is tracked accurately, which will contribute to improving performance and ensuring the long-term success of the projects, ultimately creating a positive and lasting impact on the target community.

## 6. Activity Details

This activity aims to support civil society organizations in Aden Governorate in writing, developing, and implementing their projects in alignment with local community needs and sustainable development goals. The activity will be carried out by contracting a grant consultant, who will guide the organizations in drafting comprehensive and detailed project proposals that meet local community needs and align with development priorities. The consultant will ensure that the proposals comply with established policies and standards, including sustainable development goals, and will provide advice on designing project activities and expected outputs in line with best international practices.

The consultant will then assist in developing detailed project work plans, including timelines, budgets, and clearly defined roles for beneficiaries, ensuring that the plans integrate good governance practices and transparency. The consultant will also provide support in identifying key performance indicators (KPIs) and how to measure and evaluate the success of the projects. During the implementation phase, the consultant will closely monitor the progress of the projects to ensure they proceed according to the set objectives and agreed-upon activities. They will also ensure that the organizations implement the projects based on the training they received during the capacity-building phase and comply with the policies and regulations that were previously developed. If needed, the consultant will provide guidance and corrective actions to ensure successful project implementation according to the approved plans.

Moreover, the consultant will offer continuous support in the monitoring and evaluation process to ensure accurate tracking of project progress, providing the necessary tools and methods to monitor work and achieve the expected results. The consultant will also provide ongoing training and mentorship throughout the implementation phase to enhance the organizations' capacity to independently manage projects effectively, offering additional workshops and training sessions, when necessary, in areas such as project management, fundraising, and advocacy.

In the end, the consultant will ensure that the implemented projects contribute to sustaining benefits in the long term for the local community by developing sustainable financing strategies and strengthening partnerships with local stakeholders. This activity will empower civil society organizations to implement innovative and effective projects that contribute to improving the lives of the community and fostering sustainable development.

## 7. The main objective of the activity

The goal of this activity is to provide technical support and guidance to civil society organizations in writing, developing, and implementing their projects effectively, ensuring alignment with local community needs and sustainable development goals. The activity aims to enhance the organizations' capacity to execute projects based on the training received during the capacity-building phase, ensuring compliance with the policies, regulations, and

plans previously developed for achieving sustainable outcomes and creating a positive, lasting impact on the target community. them. This will contribute to

## 8. Methodology

The methodology for implementing the grant consultant's role is based on a structured approach to ensure the successful writing, development, and implementation of projects. Initially, the consultant will conduct a comprehensive evaluation of the proposed projects by the organizations, analyzing the local community's needs and the surrounding context. Based on this evaluation, a work plan will be developed that outlines the key activities and timelines. During the proposal writing phase, the consultant will guide the organizations to ensure that the projects are developed in alignment with sustainable development goals and transparency standards.

The consultant will closely monitor the project implementation through field visits and regular progress reports to ensure that activities are proceeding according to the established objectives. A monitoring and evaluation system will also be developed to ensure effective data collection and performance analysis.

At the end, the consultant will conduct a final evaluation to assess the impact of the projects, working with the organizations to prepare a final report that documents the results and provides recommendations to ensure the sustainability and scaling of the projects.

## 9. Service Provider Responsibilities and Tasks

- **Project Evaluation:**

Conduct a comprehensive evaluation of the proposed projects by the organizations to assess their alignment with local community needs and sustainable development goals. This includes analyzing the local context and identifying challenges the organizations may face during project implementation.

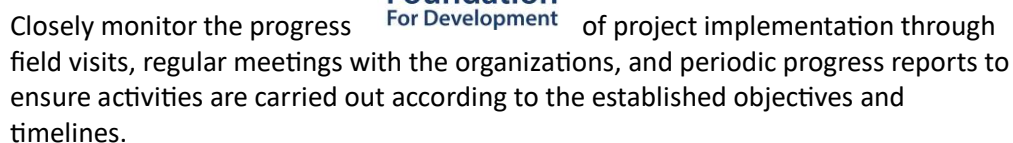
- **Proposal Writing Guidance:**

Provide support and guidance to the organizations in drafting project proposals that align with local policies and regulations, ensuring that activities and expected outputs are clearly and realistically defined.

- **Developing Work Plans:**

Assist the organizations in developing detailed work plans that include timelines, budgets, and clearly defined roles for beneficiaries, ensuring that governance practices and transparency are integrated into the project implementation.

- **Monitoring Project Implementation:**



Establish an effective monitoring and evaluation system to ensure the collection of data on a regular basis and analyze performance to track the progress of projects, while continuously supporting the organizations to improve performance and ensure goal achievement.

Offer ongoing technical advice to the organizations during the project implementation phase, making necessary adjustments or providing guidance to ensure that the projects are aligned with the plans and regulations agreed upon.

Prepare a comprehensive final report documenting the results of the projects, evaluating their impact, and providing recommendations to ensure the sustainability and scalability of the projects in the future.

Work closely with all relevant parties (such as donors, local authorities, and local partners) to ensure effective coordination in project implementation and achieving common goals.

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<b>Follow-up of project implementation</b>	<p>Initiate project implementation according to approved proposals and plans.</p> <p>Monitor activities through periodic field visits and meetings with organizations to ensure project implementation is on schedule and within the established objectives.</p> <p>Provide ongoing support to organizations if they encounter implementation challenges.</p>												
<b>Monitoring and Evaluation</b>	<p>Monitor project progress using the agreed-upon monitoring and evaluation system.</p> <p>Collect and analyze data from organizations to ensure work is proceeding as planned.</p> <p>Evaluate performance against key performance indicators (KPIs).</p> <p>Provide feedback and guidance to</p>												



	organization s to improve performanc e if necessary.												
<b>Preparing the final report</b>	<p>Collect data and analyze the social and economic impact of projects.</p> <p>Prepare a final report documentin g all project outcomes, including successes and lessons learned.</p> <p>Provide recommend ations to ensure project sustainabilit y and future expansion.</p>												
<b>Submit the final report</b>	<p>Submit the final report to the organization s.</p> <p>Discuss the recommend ations with the organization s to ensure their sustainable implementa tion.</p> <p>Follow up on the implementa tion of the recommend ations after the project's completion, if necessary.</p>												

provides this framework Temporal approach organized, Which Ensures completion all Activities Basic Efficiently And effectiveness. Allows. Table Temporal with Flexibility To modify plan the job According to need building on Results Primary Roses verb from Organizations the society Civil And owners interest others



### 11. Applications will be evaluated based on the following criteria:

- Proven experience in project writing, monitoring, and working with organizations and civil society in conflict-affected contexts.
- Clarity, feasibility, comprehensiveness, and the proposed methodology and work plan.
- Reasonableness of the proposed budget and its relevance to the scope of work, pricing, and market.
- Positive feedback from references. Professionalism and relevance to the candidate's previous performance and qualifications.

### 12. road Payment

It will be Payment on Third party mediator and submit claim Finance and completion all Procedures (splitting payment according to project flexibility)

### 13. Receiving offers

Application: Please indicate "Grant Advisor" as the subject line of your email.

Interested candidates should submit the required documents to **[opportunities@sosfd.org](mailto:opportunities@sosfd.org)** by **MAY 20, 2025**