

JAMHUURIYADDA FEDERAALKA SOOMAALIYA

Dowlad Goboleedka Hirshabelle

Wasaaradda Arimaha Gudaha,

Iyo Dowladaha hoose



Federal Republic of Somalia

Hirshabelle State of Somalia

مهورية الصومال الفدرالية  
دولة هيرشبيلي  
وزارة الداخلية، والحكومات المحلية

Ministry of Interior, &

L/Government

## TOR BASELINE SURVEY AND CAPACITY ASSESSMENT FOR JOWHAR DISTRICT

### Local Consultant:

The local consultant is expected to provide overall support to the Jowhar district councillors for the conduct of the Baseline survey, Capacity Needs Assessment.



### Detailed Tasks

The Local consultant will undertake the following tasks:

- ✓ Review all local government documents and literature sources of the Baseline Study, Capacity Needs Assessment and KAP survey and ensure that all statements, findings and recommendations are referenced and grounded in current literature.
- ✓ Assess the current skills, knowledge, and resources available in district administration to better understand district's capacity.
- ✓ Assess institutional and operational challenges hindering effective service delivery of the districts
- ✓ Lead the interviews, field work and coordinate with representatives of relevant institutions and stakeholders to complete the Baseline Study, Capacity Needs Assessment and survey.
- ✓ Employ the Capacity Assessment questionnaire for districts and ensure to capture all segments.
- ✓ Collect data, analyse it, produce a report including comprehensive recommendations that address and be a remedy for the district to better discharge its functions.
- ✓ Conduct any other related tasks to accomplish the Baseline Study, Capacity Needs Assessment and survey as required by the TOR.
- ✓ Coordinate and communicate with relevant institutions as well as other stakeholders and legal practitioners to validate the information in Baseline Study, Capacity Needs Assessment and survey.
- ✓ Technically undertake, the Baseline Study, Capacity Needs Assessment and survey work under the coordination and guidance of the District Capacity building consultant, UN Dowlad-kaab team and state MOI.
- ✓ Collaborate with the other local consultant in all work on the Baseline Study, Capacity Needs Assessment and survey.



<ul style="list-style-type: none"> <li>- Include sampling strategies and tools for data collection in the inception report.</li> </ul> <p>Task 3: Detailed Plan and Meeting Formats</p> <ul style="list-style-type: none"> <li>- Develop a detailed plan for upcoming meetings.</li> <li>- Create formats for final reports.</li> </ul> <p>Task 4: Submission, review and feedback on Inception report.</p>	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation
<p><b>Data Collection</b></p> <p>Task 1: Test Data Collection Tools</p> <ul style="list-style-type: none"> <li>- Implement a small-scale test of data collection tools (surveys, interview guides) to identify and resolve any issues.</li> <li>- Adjust based on feedback from the test phase.</li> </ul> <p>Task 2: Conduct Surveys and Interviews</p> <ul style="list-style-type: none"> <li>- Conduct surveys and interviews in the target areas.</li> <li>- Data analysis and report preparation</li> </ul>	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation
<p><b>Draft Reports</b></p> <p>Task 1: Baseline Situation and capacity assessment Survey Draft Reports</p> <ul style="list-style-type: none"> <li>- Begin drafting reports on the baseline situation and the Knowledge, Attitudes, and Practices (KAP) survey.</li> <li>- Include quantitative data analyses and initial insights.</li> </ul> <p>Task 2: Capacity Needs Assessment Draft Report</p> <ul style="list-style-type: none"> <li>- Draft the capacity needs assessment report, outlining requirements Jowhar municipality/district.</li> <li>- Include quantitative data analysis, and field visit reports.</li> </ul>	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation
<p><b>Final Reports</b></p> <p>Task 1: Finalize Baseline and KAP Reports</p> <ul style="list-style-type: none"> <li>- Incorporate feedback from the validation workshop into the baseline and KAP survey reports.</li> <li>- Ensure a comprehensive analysis and presentation of insights.</li> </ul> <p>Task 2: Finalize Capacity Needs Assessment Report</p> <ul style="list-style-type: none"> <li>- Integrate feedback and finalize the capacity needs assessment report.</li> <li>- Ensure clarity on requirements for Jowhar district.</li> </ul> <p>Task 3: Compilation and Attachments</p> <ul style="list-style-type: none"> <li>- Compile final reports with verified and validated field data, maps and pictures.</li> <li>- Ensure all relevant information and data are included.</li> </ul> <p>Task 4: Final Review and Submission</p> <ul style="list-style-type: none"> <li>- Conduct a final review of all deliverables.</li> <li>- Submit the final reports in English to MOILG Hirshabelle.</li> </ul>	Implementation	Implementation	Implementation	Implementation	Implementation	Implementation	Finalization	Finalization	Finalization

-  Implementation
-  Finalization

## Requirements

- University degree in Public Administration, Political Science, International Relations, Management, or related field of education from a recognized institution.
- At least 10 years' experience working in local governance, public policy, community development and capacity building of the public sector with demonstrated experience in developing policies.
- Demonstrated understanding of decentralization, local governance and government structure in Somalia (Federal, State and Local Governments).
- Experience in dealing with a variety of partners at all levels including government officials, civil society organizations and other national counterparts.
- Experience working in advisory or technical expert functions with international, private sector or non-governmental organizations would be an advantage.
- Excellent writing and presentation skills, and ability to collate information in Somali and English.

## Application Process

Consultants interested in this opportunity should submit an Expression of Interest including:

(1) methodology, (2) cost proposal and (3) consultant's CV, highlighting relevant experience.

The methodological proposal should include the consultant's understanding of the TOR, proposed sampling methodology and estimated sample size, any methodological needs not addressed by this TOR and a detailed estimated timeline/ work plan for the activity.

The consultant should also mention the statistical software or packages that will be used. The cost proposal should include consulting fees and other related costs.

The Expression of Interest should be submitted by Sunday 10 November 2024 to: [Dg@moi.hs.so](mailto:Dg@moi.hs.so) / you can physically come the MOILG Hirshabelle office in Jowhar