

Terms of References for Capacity-Building Expert

Progressive Public Association of Women (PPAW) "Mutakalim" is recruiting a capacity-building expert to provide external support to its staff, with a specific focus on strengthening analytical skills.

General information

NGO Mutakalim is a progressive association of Muslim women working since 2000 on the implementation of women's rights, preventing discrimination and advancement of women, interreligious dialogue and peace in Kyrgyzstan.

Mutakalim has branches in all seven regions of the country, and focuses (1) on increasing the legal awareness of women; (2) on the economic empowerment of women, (3) on the increased role of women in peace and security processes; (4) on increasing the level of women's participation in decision-making.

Over the years the organization has developed approaches to work in the conservative religious communities. As part of our organizational development and with the assistance of the PeaceNexus Foundation, we have identified the need to increase the capacity of the organization's staff to work within an analytical and reporting framework.

PPAW "Mutakalim" is looking for an experienced specialist who understands the local context, who can increase the potential of the organization's employees in the regions for several months. Support will take the form of training, coaching and tool development, and will also require time in each of the six Mutakalim offices. The service will be provided for several months and will generally take about 80 days, with about 60 of them in the field, from August 2017 to March 2018 (exact dates will be discussed).

Objectives of the assignment and deliverables

- The long term objective is to progressively build Mutakalim's overall capacity to design, implement and report back on projects. The priority of this first assignment is to start by focusing on analytical skills as the necessary building blocks to all other management tasks. The aim will be to help the staff apply these skills into their every day activities.
- The specialist will start with a consultation with Mutakalim's Bishkek office and PeaceNexus to develop an action plan that covers all six of Mutakalim's offices. The specialist will then spend time in each office, providing skills-building workshops but also hands-on accompaniment to help integrate the new skills into the staff's daily management practices.
- While in the field, the specialist will use his or her observations to develop simple tools and processes that can be tested in the different regions and then be rolled out across the organisation, in consultation with the Bishkek office
- The specialist is to report back on progress on a regular basis, to allow for feedback and adjustments to each of the regional offices' challenges.

PeaceNexus will facilitate a review workshop at the end of the assignment to assess the progress made and plan for potential follow-on support

Duration and timeframe

- The assignment is expected to stretch over eight months, with an estimated end date of March 2018.

Qualifications

Required:

- Working experience as a capacity-building expert with previous experience of organisational development processes
- Strong training, facilitation and coaching skills
- Strong analytical skills
- Strong project-management skills
- Russian and Kyrgyz and a strong contextual knowledge

An asset:

- Experience in peacebuilding
- Experience in monitoring and evaluation
- Previous experience of working with faith-based organisations
- English

Application process

Candidates should provide a cover letter, CV, and two letters of reference by email to asantinc@mail.ru, with 'Application for Expert' as the subject of the email. Deadline for application is June 30 2017. Candidates should identify their relevant skills and experiences, proposed methodology and financial offer.