**Terms of Reference for Civil Society and National Organization Mapping**

**Reports:** Grants & Business Development and Head of Implementation & Partnership

**August 2022** |12 months

**Deadline for submission:** 15 October 2022

**Hello Hello! Welcome, we’re happy you’re here!**

**You find…**

A team with deep experience in co-designing solutions that create new value around the world. We know we need to always be better, and we believe in the power and abundance of everyday people, everywhere, to change the world with us.

A culture of radical accountability to our customers –as we help build a meaningful life for and with the displaced, we ask them what they want and then deliver on it.

An organization that refuses to settle for anything less than delivering human-worthy services.

**Purpose of the Mapping Exercise**

Alight, formerly American Refugee Committee intends to create a partner data base with competent local Nonprofit Organizations to partner with through annual Framework of Partnership Agreement (FPA) when the opportunity arises, in accordance with its partnership management and donor requirements. The requested partners will be subjected to proper screening, due diligence, and capacity assessment in order to assess their capacity level, experience, strategy, and systems using Alight’s capacity assessment tools, HAC prequalification and UNOCHA screening for FY2022/23.

As part of its partnership strategy, Alight is dedicated to improving its partnership with CSO and National NGOs through coordinated/strengthened ability of its humanitarian & development responses under enhanced reach with its partners. Through this exercise, Alight aims to better engage its partners in the different areas of service provision and implement the different related priorities identified by its donors and approved by Sudan Humanitarian Affairs Commission through its technical agreements.

**Objective of the Mapping Exercise**

The objective of this exercise is to map CSOs and National NGOs that are active, and potentially able to directly or indirectly support the service delivery to the wide range of targeted Host communities, Refugees, Internally Displaced Persons, Returnees across Darfur (East, South & North), West Kurdufan, East Sudan (Kassala, Red Sea & Gedaref), and Khartoum.

This mapping will assist Alight in the preparation of a profile /mapping of civil society actors and national NGOs working on health, nutrition, protection, livelihood, WASH and Emergency response.

This includes:

* Mapping CSOs and NGOs based and working on these issues in Darfur (East, South & North), West Kurdufan, East Sudan (Kassala, Red Sea & Gedaref), and Khartoum.
* Developing institutional profiles of these CSOs and NGOs, including their technical capacity and also their governance, financial and administrative capacity.

The mapping exercise will be done by area of focus:

* health and nutrition;
* education
* protection;
* water and sanitation; Shelter
* livelihood;
* peacebuilding;
* people with disabilities;
* youth participation and development
* gender mainstreaming
* sports and culture;
* construction/ refurbishment;

**Mapping Cycle**

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| **No.** | **Timeline** | **Deliverables** |
| 1. | 21 Sept – 15 Oct | EOI Submissions |
| 2. | 16 Oct – 6 Nov  | Review of the EOIs |
| 3. | 7 Nov – 15 Nov | Communication on the selected CSO/NNGOs |
| 4. | 16 Nov – 15 Dec | Due Diligence and Partnership Pre-Award Assessment inclusive of PSEA |
| 5. | 18 Dec – 30 Dec | Review of the DD and PAA |
| 6. | 1 Jan – 31 Jan | Issuance of Framework Partnership Agreements |

All eligible partners including Alight existing national partners can submit their Expression of Interest (EOI) in response to this TOR for the financial year 2023/2024.

**1.1. Organizations who submit EOI, must meet the following criteria:**

* At least 2-3 year of operation experience and have active operational presence in Darfur (East, South & North), West Kurdufan, East Sudan (Kassala, Red Sea & Gedaref), and Khartoum. Applying organizations should indicate which state (s) they are or have been operating.
* Active participation in the sector and working group coordination forum both at the state and national level
* Legal and valid registration as Local NGO and letter of support from relevant line government ministries
* Technical capacity to deliver sector interventions
* Proven engagements and partnerships with government ministries, INGOs
* Demonstrated track record in implementing Health, Nutrition, WASH, Protection, Peacebuilding, Livelihood, Shelter sectors interventions in collaboration and/or corporation with INGO, UN agencies and other humanitarian and development actors. (Please submit list of projects that you have implemented in the above stated regions with target group, budget amount, project duration donor and summary of activities implemented)
* Demonstrated experience in managing projects both financially and operationally. Share evidences such as project report, evaluation report and audit report
* Administrative/financial/Human Resources procedures and systems are in place and auditable;
* Organizations should be willing and able to adhere to Alight’s standard guidelines and policies as required.
* Willingness to work/collaborate with government and other stakeholders to enable ongoing supervision, monitoring visits and other assessment and evaluation exercises when required.
* Demonstrate how your contribution and models of implementation are geared towards sustainability of the program
* Highlight the code of conduct, child safeguarding and PSEAH measures that you have put in place as an organization as well as implementation capacity of the policies.

**1.2. Organizations who wish to submit an expression of interest must complete the following documentation to be considered:**

* Cover letter from the organization representative outlining their interest to be considered (1-page max) under application through [sudanbid.com](https://sudanbid.com/)
* Criteria Statement, outlining how your organization meets the selection criteria listed in 1.1 above (2 pages max)
* If your organization is a current partner of Alight, or demonstrate that you have gone through all the Alight partner engagement processes, capacity assessments and due diligence process, please submit a partnership endorsement letter (1 page)
* Submit the following;
	+ Certificate of registration
	+ Letter of support from the government / local authorities
	+ Audit Report/Financial Statement (preferably over the last 3 years) and conducted by independent audit firm
	+ Reference letter by a current or previous donor
	+ Names and CVs of key personnel who will hold key positions in implementing this intervention to completion

Completed tender documents should be submitted in Sealed Envelopes (dropped in the Tender box) to the following Alight Offices;

* **Khartoum; Khartoum Office, Alight – Sudan Program – Khartoum – Al Riyadh – Block 8, House # 129 (Algazar Street – West AL Sultana Restaurant).**
* **South Darfur; (Address – Hay Al Cinema-Building 1/1 Plot #5D Nyala)**
* **East Darfur; (Address – Al Daein –Hay Alsafa – South Ministry of Finance)**
* **Kassala; (Address: Hay Elderaga -Block 12 – House 330)**
* **Gedaref; (Address: Daim Hamad East – Block 4-1/17)**

In addition to the submission of the physical copy, kindly email the soft copy version to the following emails;

* Abbas Bello ( abbasb@wearealight.org )
* Samira Haji ( samirah@wearealight.org)