ORGANIZATIONAL REVIEW OF THARDEEP RURAL DEVELOPMENT PROGRAMME (TRDP)

1.1 Background
Thardeep Rural Development Programme (TRDP) is a PCP certified non-governmental organization registered under the Societies Act with an independent Board of Directors.

TRDP’s core rural development programme includes (1) Social Mobilization to organize rural communities as capacitated partners in development, (2) Social Protection (focused on the poorest, women and working children), (3) Poverty Reduction and Livelihood Support (through Natural Resource Management, Microfinance & Enterprise Development and Human Resource Development), (4) Social Services Sectors (access to Education, Health, Water Supply and Sanitation), and (5) Disaster Preparedness & Management.

The organization evolved from a 1987 drought relief project in the Tharparkar Desert of Sindh, which brought into focus the plight of the poor and provided relief for families suffering from malnutrition and food shortage. Compelled by the success of the relief project and the needs of the local communities, TRDP was set up as a local NGO with its head office in Mithi, Tharparkar in 1998. TRDP has since extensively expanded operations in both depth and scope and now works in the arid zones of Sindh with over 450,000 households in Districts Tharparkar, Umerkot, Dadu and Jamshoro.

1.2 Organization Mission
Enlarging the choices of marginalized people, focusing on women and working children and to achieve greater impact on reducing poverty by working with all stakeholders

TRDP has to coordinate, develop and implement a strategic, multi-sector, and multi-disciplinary approach to Rural Development through working with all stakeholders including international donor agencies, government, civil society and poor communities. TRDP’s all these activities are ultimately meant to contribute to poverty reduction.
2. **Objectives of Assessment**

The objectives of the Organisational and Management Capacity Assessment of TRDP are to assess its organisational capacity and project design, and the management and delivery capability of TRDP. The assignment shall:

- Analyze the current organizational and human resource structure of the organization, and propose the necessary changes in line with TRDP’s 5 year strategy (2016-2020);
- Consider program requirements and the Organogram and division of authority and responsibility; information flow, financial and governance oversight, and other relevant aspects;
- Review job responsibility requirements of key management and staff positions and help develop clear criteria for their job descriptions, outlining the position requirements. Assist senior management in relating the requirements with the current position;
- Provide an in-depth analysis of the underlying causes of any management capacity weakness.

The Review shall comment whether TRDP has an acceptable organisational, governance and management structure to manage and monitor programs/projects, in the context of organisational strength, quality of staff and other systems of internal control, quality assurance capabilities, absorptive capacity. Whether the organization has the structures as well as the policies, procedures and practices which enable it to:

- fulfill its fiduciary responsibilities to execute projects;
- efficiently utilize resources;
- comply with contractual requirements.

3. **Scope of Work**

TRDP works in districts Tharparkar, Umerkot, Dadu and Jamshoro.

The assignment will involve, though is not limited to:
- Document review;
- Consultations with all Stakeholders;
- District/Field Office visits;
- Individual in-depth meetings.

The report shall provide constructive recommendations to address the weaknesses identified during the assessment.
• Define a basis for reform sequencing or setting priorities and weighting
them in terms of importance;
• Suggest most efficient risk mitigative strategies; and identify the areas
where organisational controls, processes and procedures need to be
strengthened.

Outputs/ Expected Deliverables
• Deliverable 1: Inception report detailing the consultant understanding
of the task and the methodology to be employed to complete the task;
• Deliverable 2: Detailed draft report describing the current capacity of
TRDP and proposed possible improvements as per the scope of the work,
objective and outcomes of the assignment;
• Deliverable 3: Final report (after including TRDP’s comments/input if any)

Time frame
• The Assignment is expected to start in mid-May, the report to be finalized
before end June.

4. Consultant Qualifications
• Master’s degree or above in a relevant subject from a recognized
University, eg, in management, organizational development, HR,
development studies;
• Senior expert, 15+ years relevant work experience;
• Preferably relevant work experience in rural Sindh;
• Extensive experience in integrated rural development, community based
development, poverty alleviation programs. An advantage would be in-
depth understanding of the community-driven local development concept
promoted by Rural Support Programs, in Pakistan – bottom up social
mobilization through Community Organizations, Village Organizations and
Local Support Organizations at the level of Union Councils, with a well
targeted set of poverty alleviation measures and investments;
• Ability to effectively interact with program management and staff, BoD,
community representatives, relevant TRDP Partners (donors, government
and others);
• Able and willing to travel and stay in Mithi and other program areas, for
the assignment duration;
• Excellent report writing skills and ability to present and explain the
findings and recommendations.
5. Application Procedure

- Qualified and interested candidates may apply either as a team or individually. The application should contain the following:

  - A technical proposal with brief description of why the individual considers him/herself as the most suitable for the assignment, and a clear method on how they will approach and complete the assignment;
  - The technical proposal should also contain personal CV, indicating educational background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least two professional references for completed similar kinds of assignments;
  - Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs separately including travel and accommodations;
  - Applications to be sent to the following email address thari@thardeep.org,
  - alternate email lachhmanthari12@gmail.com,

*or by mail to C/O Lachhman Das Manager Administration, Thardeep Office Mithi, Near Laxmi Medical Center, Naokot Road, Mithi, District Tharparkar, Sindh.*, to be received by TRDP by end of day 07 May 2016.