

NCD Alliance's Civil Society Solidarity Fund for NCDs and COVID-19 (second phase 2021)

Consultancy opportunity - Terms of Reference

Main Responsibilities:

Building on the [achievements of its first phase](#), NCD Alliance (NCDA) is looking for a consultant to work on deliverables supporting the roll out of the second phase of its Civil Society Solidarity Fund for NCDs and COVID-19, aiming to maintain a strong global network of NCD civil society advocates in light of a prolonged pandemic, and to support a selected number of national/regional NCD alliances' efforts to address the intersection of NCDs and COVID-19 and frame their advocacy and communication strategies in light of the needs of people living with NCDs (PLWNCDs) and on the need to build back better through health systems resilience and recovery.

Main activities include:

- Perform grant administration duties to support the Solidarity Fund, including grantee communications, support grant awards and grantee reporting, for up to 20 grantees across different countries.
- Support reviewing grant proposals received from applicant alliances to the Solidarity Fund.
- Support the due diligence process of selected proposals to receive Solidarity Fund grants, requesting and reviewing documentation.
- Support maintaining a database of grantee alliances and of activities supported by the Solidarity Fund.
- Develop landscape assessments of each of the country/regions supported via the Solidarity Fund, to have a better understanding of the COVID-19, health, NCD and political context.
- Collect Solidarity Fund Monitoring & Evaluation (M&E) data regularly to help assess its achievements, including: (a) collecting monthly progress reports for each grantee alliance (from August until December 2021); (b) an interim financial report; (c) final narrative and financial reports of activities from each grantee alliance by mid-January 2022; and (d) developing a brief final report (15 pages) on the achievements of the Solidarity Fund and the activities conducted by grantee alliances.
 - Monthly reports capture national COVID-19 context, relevant activities conducted and progress by grantees, next steps, and support needed from the NCDA.
 - Produce monthly record of grantee activities to help inform NCDA's capacity development, advocacy and communication activities.
 - Develop simple survey to apply to grantees in January 2022, to gather feedback on the Solidarity Fund.
- Maintain communications with grantees to understand progress, support trouble shooting and remind them to send their monthly progress report.
- Guided by discussions with grantees, help identify opportunities for NCDA to provide technical assistance to grantees, leveraging NCDA expertise, resources, networks (as needed).

- Collect and provide written content to promote relevant regional and national activity of alliances supported via the Solidarity Fund through NCD Alliance communication channels (e.g., social media, newsletter, website).

**For a better description of the activities check ‘Annex 1 - Deliverables and timeline of activities’ attached to this document.*

Summary of monthly deliverables:

1. Monthly report of activities (before end of month), as narrative and financial reports as needed.
2. Monthly progress reports for each grantee alliances supported via the Solidarity Fund (using agreed upon template)
3. Landscape assessments of each of each of the country/regions supported via the Solidarity Fund (to be finished by end of second month, and updated as needed afterwards)
4. At the end of the consultancy contract, ensure collection of 1 final grant report (narrative and financial) of activities from each grantee alliance; develop and apply a survey to grantees; and develop 1 brief final report (15 pages) on the impact of the Solidarity Fund and the activities conducted by grantee alliances.

Period of engagement:

Mid-May 2021 – 31 January 2022. It is estimated that the deliverables above take 60-70% time commitment pr week.

Compensation:

Compensation to be negotiated with consultant.

Application:

Please send an email by Monday 17 May 2021 with your CV, an expression of interest and daily rate to Luis Encarnacion, Capacity Development Manager of NCD Alliance at lmencarnacion@ncdalliance.org

ANNEX 1 – DELIVERABLES AND TIMELINE OF ACTIVITIES

NCD A's CIVIL SOCIETY SOLIDARITY FUND FOR NCDs AND COVID-19 (second phase 2021)			
Core responsibility	General activities	Deliverables	Timeline
Grant administration support	Perform grant administration duties for an estimated number of up to 20 grantee NCD alliances supported via the Solidarity Fund, which aims to support national and regional NCD alliances to adapt advocacy strategies and ensure organisational sustainability within the COVID-19 context.	<ul style="list-style-type: none"> • Support reviewing proposals received from applicant alliances. • Support preliminary screening of submissions and compilation of eligible ones for Selection Committee. • Support Selection Committee in reviewing and scoring process (as needed) • Support official launch/ announcement of Solidarity Fund (as needed) • Support announcement of winner grantee alliances (as needed) • Support due diligence process of winning proposals, including requesting and reviewing relevant documentation, and supporting MoU process for grant awarding. • Maintain close communication with each grantee to understand progress, support trouble shooting, remind them to send their monthly progress report. • Help identify opportunities to provide technical assistance (as needed). • Support NCD Alliance in ensuring an up to date database of documents, information and activities supported from each grantee alliance. 	End-May End-May Early-June Early July Early July July Constant <i>As needed</i> Update database continuously
Monitoring and evaluation	Perform Monitoring and Evaluation (M&E) activities by following up on grantee alliances' progress, and ensuring they comply with NCD A's reporting guidelines and timelines.	<ul style="list-style-type: none"> • Collect monthly progress reports for each grantee alliance. • Produce monthly record (log) of progress made by grantee alliances (based on agreed timelines with grantees). • Collect interim financial report from all grantees 	Monthly (Aug – Dec 2020) Monthly End Sept

		<ul style="list-style-type: none"> • Collect annual narrative and financial reports from each grantee alliances. • Request additional reporting of progress and activities (as needed). • Develop and apply brief survey to alliances supported by the Solidarity Fund. • Provide written content to promote relevant regional and national activity of alliances supported via the Solidarity Fund through NCDA's communication channels (as needed). 	<p>By mid-January 2022</p> <p><i>As needed</i></p> <p>Mid-January 2022</p> <p><i>As needed</i></p>
SUMMARY OF MONTHLY DELIVERABLES			
<ol style="list-style-type: none"> 1. Monthly report of activities (before end of month), as narrative and financial reports as needed. 2. Monthly progress reports for each grantee alliances supported via the Solidarity Fund (using agreed upon template) 3. Landscape assessments of each of each of the country/regions supported via the Solidarity Fund (to be finished by end of second month, and updated as needed afterwards) 4. At the end of the consultancy contract, ensure collection of 1 final grant report (narrative and financial) of activities from each grantee alliance; develop and apply a survey to grantees; and develop 1 brief final report (15 pages) on the impact of the Solidarity Fund and the activities conducted by grantee alliances. 			