

Organization Capacity Assessment (OCA) Consultant - Position Description



ABOUT CCIH

CCIH, www.ccih.org, is a membership association consisting of Christian organizations, secular or interfaith affiliated organizations and individual members across the globe. CCIH staff are inspired by our Christian faith and our values and committed to evidence-based practice. CCIH envisions a world where all have access to quality healthcare and prevention services. CCIH staff are committed to the mission, vision and values of the organization. CCIH has earned a respected reputation for its information sharing and networking services and as an advocate for faith-based organizations in the professional global health and development community and with U.S. policymakers. We are financed by membership dues and a variety of grants. CCIH is an equal opportunity employer. This position reports to the CCIH Program Director.

DESCRIPTION OF CONSULTING SERVICES REQUIRED

Faith-based health services (FBHS) provide a substantial share of healthcare in low- and middle- income countries and are critically important partners in local, national, and global health. FBHS operate in complex health systems, work with governments and other private health care providers, and are often the only services available to underserved communities. Despite their numerous contributions, the collective efforts of FBHS are often overlooked, misunderstood, or excluded from national and multi-national health efforts. This may be due to lack of organizational capacity of FBHS providers, especially in any of the following areas: leadership/governance, financial management, human resources, information systems, advocacy, project cycle management, and monitoring and evaluation. Even where organizations do not have gaps, there is always room to improve in these organization areas.

There are two phases for this work: 1) tool review/identification and 2) administration of tools and creation of technical assistance plans.

Phase 1. CCIH has identified several risk assessment tools (for grant awards) and organization capacity assessment (OCA) tools (for organization development). CCIH seeks to combine these into a simple to administer tool to guide FBHS self assessment. This process should highlight strengths and areas for improvement that can be addressed through comprehensive organizational capacity assessment as part of awards. This tool and process will also help build the institutional/organization capacity of networks and their member facilities, not just stand alone organizations, and create the shared platform for technical program development.

Phase 2. CCIH would consider extending the contract to have the consultant administer tools remotely with health service providers in several sub-Saharan Africa countries. The consultant would complete and administer technical assistance development plans using these tools.

Duration of Consultancy: Through December 2020 or ongoing?

Payment terms: Cost reimbursement

Estimated LOE: Phase 1: 50% time for 2 months; Phase 2: 25% for 6 months.

Travel: Not necessary or planned

DELIVERABLES

Phase 1:

- Review tools and processes identified to date, in collaboration with CCIH staff.
- Recommendations to finalize the P-OCA (preliminary OCA, which other organizations may refer to as a risk assessment). Areas included in the P-OCA are: Administration, Finance, Governance, Human Resources, Performance Management.
- Create a C-OCA (comprehensive OCA) to be conducted after grant award approval. Areas covered in the C-OCA include, but are not limited to: Administration, Finance, Governance, Human Resources, Performance Management, Communications, Advocacy and Project Cycle Management.

Phase 2:

- Assist a minimum of six faith-based organizations to complete this P-OCA and C-OCA process.
 - This will include co-creating action plans for technical assistance/capacity building focused on improving organization capacity and quality; with annual reviews and plan adjustments.
 - This may include a combination of mentoring, workshops, resource materials and direct consultation based on priorities.
- Bi-weekly status updates to CCIH staff via email and virtual calls as needed.

WORK CONDITIONS

- Place of work: Anyplace with sufficient internet and ability to work with CCIH staff during US day work hours
- Consultant is completely independent of CCIH and will not be provided with benefits, office or supportive services beyond what is outlined in the agreement.
- Consultant will maintain close contact via phone and online with CCIH staff.

REQUIREMENTS

- 3+ years' experience in OCAs and/or organizational capacity building.
- Understanding of faith-based organizations and effective partnerships with FBOs and religious leaders
- Bachelors and (ideally) Masters in international development, public health or related field
- Ability to work in faith-based settings, with Christian and other religious leaders
- Excellent English written and oral communication skills; French a plus
- Advanced computer skills (MS Office applications, Google Platform)

TO APPLY:

Submit a cover letter including consulting rates and resume to jobs@ccih.org. Incomplete applications will not be considered.

You will receive notification of receipt of your application. CCIH will only contact applicants after that who we are considering for the position. You will not be notified if CCIH does not move you to the next steps of the process. Thank you for considering working with our team.

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