



**TERMS OF REFERENCE:
STAKEHOLDER MAPPING AND CIVIL SOCIETY CAPACITY ASSESSMENT**

1. Background and context

Democracy Works Foundation (DWF) is a southern African non-profit organisation focused on democracy development in the region. With headquarters in South Africa, DWF works through its country offices to provide tools to develop resilient democracies. As an independent foundation, it builds and promotes inclusive, equitable and sustainable consensus democracies by providing tools, platforms and content to strengthen democrats, democratic culture and democracy institutions. DWF works on the supply and demand side of democracy.

DWF is currently implementing a U.S. Department of State project in Angola, the CSO Capacity Building for Credible Local Elections (CAB4CLE) Project. The Project Goal is to build the Angolan civil society capacity to effectively champion for democratic governance and contribute to the holding of credible local government elections. The anticipated outcomes are as follow:

Outcome 1: Enhanced capacity and knowledge for civil society to undertake evidence-based advocacy for democratic local governance and to meaningfully participate in local electoral processes.

Outcome 2: Increased capacity and knowledge for the citizenry to meaningfully participate in the local governance electoral processes.

Outcome 3: Increased engagement of National level electoral stakeholders including the CNE, political parties, government institutions to facilitate joint reflection and learning as well as addressing issues that contribute to credible electoral processes

The Project will benefit: a) civil society organisations working in the democratic space at national and provincial levels; b) organised youth and women groups focusing on democracy and governance sectors at the local level; c) the National Electoral Commission (CNE); d) Municipal and District Electoral Commissions; and e) political



parties and media organisations at the local level. The project is implemented by DWF in partnership with three CSOs, the National Counselling Centre (NCC), Rede Terra, and Mbakita based in the provinces of Luanda, Huambo and Cuando Cubango. Through and with these implementing partners, the project will reach out to a wide range of other local CSO actors as well as other relevant stakeholders nationwide.

With the anticipated local government elections in mind, the project is designed as an iterative process involving learning, standards development, capacity development, building democratic cultures, and civic participation.

2. Scope of Work and specific tasks

As part of the inception phase of the project in Angola, DWF seeks the services of a qualified and experienced consultant to conduct a detailed stakeholder mapping as well as a capacity assessment of a selected number of the civil society actors that are considered relevant within the framework of the objectives of this project.

The specific tasks will include the following:

- i. Identify and document relevant stakeholders for this project both at national and regional level, to inform the stakeholder engagement strategy for the project.
- ii. Identify and firm up CSOs to be engaged as implementing partners for the initiative.
- iii. Identify and analyse spaces and platforms that can be leveraged on by CSOs in their advocacy efforts as well as awareness raising and access to information relevant to the preparation for local government elections as well as local electoral process to facilitate meaningful participation of CSOs themselves and the wider citizenry.
- iv. Undertake a detailed capacity assessment of a selected number of relevant Angolan civil society that will focus on understanding and identifying the capacity gaps related to skills, knowledge and organizational development aspects that might negatively impact on the CSOs to undertake the envisaged roles as mentioned above. The capacity assessment shall inform the design of interventions that seek to enhance the capacity and knowledge for civil society to undertake evidence-based advocacy for democratic local governance and to



meaningfully participate in local electoral processes as well as inform the capacity building initiatives that aim at strengthening capacity of civil society to monitor local electoral processes.

3. Approach and Methodology

This assignment is to be conducted within a period of 40 days at the maximum from the time of signing of the contract. A total of 25 consultancy days at most is envisaged. In responding to this call for expression of interest, the consultant is requested to submit a letter expressing interest to undertake the stakeholder mapping and capacity assessment. The application should include the following:

- 3.1 A detailed CV with at least three contactable referees;
- 3.2 A detailed technical proposal that should among other things demonstrate the consultant's understanding of the assignment and provide a detailed description of the methodology and implementation plan for conducting the study;
- 3.3 A financial proposal, including daily rate and inclusive of all travel and subsistence.

4. Deliverables and Timeframes

The key deliverables for this assignment will include the following:

- 4.1 An inception report submitted within five (5) days after signing of the contract. The draft report will be presented at the kick off meeting (virtual or physical) of this study and may have to be revised depending on comments and observations made at the kick-off meeting. The final version of the inception report will build on the consultant's technical proposal
- 4.2 A draft report of the stakeholder mapping as well as the capacity assessment;
- 4.3 As part of the recommendations, the consultant will submit as annexes to the report: a draft stakeholders' engagement strategy as well as a civil society capacity building strategy
- 4.4 The draft report and its annexes are to be presented at a validation workshop that will be organized by DWF
- 4.5 Final report as well as final annexes that take into account the inputs from the validation workshop



4.6 A process report documenting the consultant's own reflections on how he/she executed the assignment and identifying key lessons from which DWF can learn.

5. Qualifications and experience of the Consultant

The consultant must demonstrate:

- 5.1 Strong experience and knowledge about the governance, politics and civil society in Angola;
- 5.2 Prior relevant and traceable experience;
- 5.3 Consultants must not hold any official position or play any advisory or similar role in any political party or the government;
- 5.4 Proficiency in written and oral English.

6. Deadline and address for submission of the expression of interest

If you meet the specified qualifications, you are interested and you are available, submit your expression of interest by 20th February 2023 to the following address: recruitment@democracyworksfoundation.org, with the *"Title stakeholder mapping and capacity assessment"*.