

**Advertisement for Consultancy**  
**Multiple Capacity Development-Subject Matter Experts**  
**Deadline: January 27, 2017**

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The Liberia Accountability and Voice Initiative (LAVI) project is a five-year USAID funded project to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms. One of LAVI's objectives is to increase the organizational capacity of targeted civil society organizations (CSOs) to participate in issue-based reforms. LAVI is working with its partners to enhance and refine skills in key capacity domains to build civil society's skills base, improve professional practice, make-long term strategic plans, and develop sustained partnerships.

To this end, LAVI is hiring several part-time Capacity Development- Subject Matter Expert consultants with experience in organizational capacity development of civil society organizations and expertise in one or more of the following technical areas:

- Monitoring and Evaluation (*designing and implementing monitoring and evaluation indicators, tools, and processes*)
- Human Resource Management (*personnel policies, staffing/recruitment/hiring, gender and culture, performance appraisals and staff development, volunteers*)
- Financial Sustainability (*business plan, proposal development, revenue generation, recovering costs*)
- External Relations and Communication (*communication plan, partnerships and stakeholder relations, publicity and marketing*)
- Advocacy Goals, Plans, Strategies and Interventions (*advocacy preparation, advocacy agenda, flexible planning, research and analysis, field operations, partners and coalitions, messaging, media relations, influencing decision-makers, propositional logistic, policy analysis, strategic thinking, and working with legislative, electoral, corporate/private sectors.*)
- Public Policy Processes (*organization's participation in formulation and implementation of public processes*)

The Consultants will carry out assessments of CSOs and service providers every six months, provide training and mentorship to service providers in support of their work with the CSOs, and monitor the work of the service providers and progress of the CSOs in achieving capacity strengthening targets. Specifically, responsibilities include:

- Provide input into action plans drafted by service providers and CSOs in consultant's areas of expertise.
- Provide guidance to the service providers in training and mentorship techniques, curriculum development and customization for the specific CSO clients, and technical support in the consultant's areas of expertise.
- Regularly monitor service provider work and civil society progress, and report back to LAVI.
- Conduct CSO and service provider assessments every six months to gauge progress. Compile assessment scores, write-up findings, recommend adjustments to the action plans where necessary, and identify areas for further training and/or development.

### **Qualifications**

- 8-10 years' experience in one or more of the technical areas listed above
- 3-5 years' experience in training, mentorship, facilitation, and adult experiential learning techniques.
- 2 years' experience in organizational capacity development with civil society organizations
- Bachelor's degree in public administration, organizational development, training and development, or one or more of the technical areas listed above.
- Proven ability to meet deadlines, produce quality reports, and work well within in a team.

### **Applications**

18<sup>th</sup> Street & Warner Avenue, Monrovia



Interested and qualified applicants should send their CV, cover letter, and list of three references to [LAVISolicitation@dai.com](mailto:LAVISolicitation@dai.com) by January 27, 2016. Please indicate in the cover letter all of your technical areas of expertise.

**USAID LAVI values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply**