ActionAid Nigeria Governance Review – Request for Proposals

1. Background

ActionAid Nigeria is seeking to recruit consultants to conduct a review of its governance systems and manual.

ActionAid (AA) Nigeria (AAN) is an affiliate of ActionAid International, which is a global alliance of organisations aimed at achieving a world without poverty and injustice in which every person enjoys the right to a life with dignity. As one of the largest and most visible development organisations, we work in 47 countries in Africa, Asia, Europe and the Americas and our expertise lies in community-led approaches to development, working through partnerships with poor people and their organisations.

ActionAid Nigeria is registered as a company limited by guarantee with the Corporate Affairs Commission under the Companies and Allied Matters Act, 1990.

Applications from interested firms and individuals must be received by December 19, 2022

Further details on the consultancy and the application procedure are below.

2. Purpose

The purpose of the governance review is to identify achievements and good practice as well as areas to improve in the current governance practice of ActionAid Nigeria through a participatory approach.

This also includes a review of ActionAid Nigeria's Governance Manual to ensure compliance with statutory stipulations and best practice.

3. The Team:

The governance review will be a process owned by the Board of AA Nigeria and will be facilitated by the external consultant. The Board and the Senior Management Team of ActionAid Nigeria will be part of the governance review as critical stakeholders both for the consultation process and the building of governance development plan. The International Governance Unit of AAI will be working closely with ActionAid Nigeria and the external consultant to provide advice and support throughout the process.

4. Objectives

The objectives of the governance review are:

1. To facilitate a process to identify areas of successes and improvement in the ActionAid Nigeria governance systems, and practices. The governance review will be guided by the Country Strategic Plan and the priorities identified therein. The main areas of focus will be to use principles of good governance based on the HRBA2.0[1] to look at three core aspects of the governance arrangement:
    a. Structure (including sub-committees)
    b. Systems (policies, reporting)
    c. People (Board, Country Director, practice)
2. To identify new gaps in the current governance manual

[1]ActionAid International Human Rights Based Approach

3. To produce a revised Governance Manual, in line with statutory stipulations and best practice.

5. How will it be done?

PHASE 1:
Based on these Terms of Reference, an external consultant will be identified and recruited. The consultant should ideally correspond to the following criteria:

- Experience in NGO governance
- Good facilitation skills
- Good understanding of governance and its relation to management
- Experience in carrying out reviews (or evaluations)
- Be familiar with the Human Rights Based Approach in development
- Abuja based (preferable)
- Knowledge of the NGO sector in Nigeria
- Experienced in designing questionnaires and carrying out open ended interviews
- Respecting code of conduct and confidentiality

The consultant will be identified through an open and competitive process with at least three potential candidates submitting proposals to carry out the task.

The proposal should contain:

- Confirmation of availability
- Examples of 2-4 similar assignments successfully completed (maximum 1 page)
- Proposed approach to the task (maximum 1 page)
- Summary CV (maximum 2 pages)

PHASE 2:
1. Document review (desk study)
2. Briefing meeting with ActionAid Nigeria Board Executive and ActionAid International Governance Unit
3. Conduct a series of interviews with key stakeholders in ActionAid Nigeria (GBDC Committee, Board, Country Director, SMT and governance focal person)
4. Conduct interviews with key stakeholders in ActionAid International as appropriate (e.g., Head of Cluster and AAI representative)
5. Collect data through a brief survey to Board, GBDC Committee Members and SMT
Review of the AAN Governance Manual.

PHASE 3:
6. Facilitate meetings with GBDC Committee, Board and ActionAid Nigeria Country Director/ Senior Management Team to discuss initial findings from review and identify areas for celebration and areas that need strengthening.
7. Develop a governance development plan based on the findings from the review.

PHASE 4:
8. To debrief and coordinate with AAN Country Director and SMT.
9. To provide follow up support either directly or by identifying appropriate resource persons for the support.
10. To present a revised AAN Governance Manual

6. Documents to review

- Constitution, regulations, governance manual
- Previous governance review reports and governance development plans
- Meeting minutes (Board, Assembly, committees) past two years
- Board workplan
- AA Nigeria policies
- Country Strategic Paper
- Last annual report (financial and programmatic)
- Current AAN Governance Manual

7. Main outputs

The person/team will prepare a report that shall be agreed with ActionAid Nigeria and include:

a) Scope and approach of governance review
b) Main findings and conclusions of review
c) Areas of good practice
d) Recommendations for strengthened governance practice
e) Proposed action plan (ActionAid Nigeria governance development plan) and plan for required International Secretariat support if any
f) Learning to be shared with ActionAid General Secretariat and other AAI Members
g) Revised Governance Manual

8. Time required

Preparation and desk review: 2 days
Interviews and analysis: 4 days
Review of Governance Manual: 3 days
Report writing: 1 day
Total number of consulting days: 10 days

9. Follow up

The Board and the Country Director will principally be responsible for the implementation of the agreed governance development plan and any other actions agreed. The General Secretariat will offer on-going support as per the plan.
The consultant will be required to make a presentation of key findings and recommendations at the next AAN Board meeting.

10. **Cost:**

Consultant proposal should include a financial bid for the assignment, and the proposed timeline.

Applications should be submitted to Procurement.Nigeria@actionaid.org on or before 19th December 2022.