

Terms of Reference (TOR)

SWOT analysis (strengths, weaknesses, opportunities, threats - including financial) of Dalia's Women's Funds

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SWOT analysis (strengths, weaknesses, opportunities, threats - including financial) of Dalia's Women's Funds 2023-2025

Date of issuance: June 26th, 2023

Closing date for questions: July 6th 2023

Closing date for submission of proposals: July 9th, 2023

Subject SWOT analysis (strengths, weaknesses, opportunities, threats - including financial) of Dalia's Women's Funds.

- **Contract duration:** 15 working days (timeline is adjustable)
Contract anticipated start date: July 13th 2023 (timeline is adjustable)

Dalia Association would like to invite you to submit a technical and financial proposal relating to completing the project Subject SWOT analysis (strengths, weaknesses, opportunities, threats - including financial) of Dalia's Women's Funds.

All correspondence should be sent to: procurement@dalia.ps

Terms and conditions:

- Bidders must submit the proposals in 2 separate files one for the technical and the second for the financial offers.
- Successful bidders will be responsible for all logistics related to implementing this assignment, including facilitation of meetings and workshops, and arranging transportation and any other activities or requirements. All related costs should be included in the cost proposal.
- All questions related to this RFP must be submitted prior deadline for questions shown above, all questions must be submitted to director@dalia.ps , the subject line should have "questions for RFP-GfC-001-Apr-2023" all answers for all questions will be shared with all Bidders. Questions received after the closing date of questions will not be answered.
- Proposals received after the exact time and date specified for receipts will be considered late and will not be accepted for evaluation.

- Proposals and prices must be valid for 90 days after the date of the deadline of submission.
- The duration of the assignment starts from the date of the contract's signature. The number of working days suggested in the ToR is indicative, and the final number of working days will be determined with the consultant after having the initial meetings and the preparation of the final action plan.
- Dalia is not bound to accept any of the submitted proposals.
- Dalia reserves the right to accept a bidder's proposal without further discussion.
- Dalia reserves the right to negotiate with the most competitive bidders and request the best and final offer before awarding a contract.
- Complete and separated technical and financial offers should be submitted no later than July 9th , 2023 to: procurement@dalia.ps



Women's Funds Evaluation and Action Plan

Dalia is seeking a consultant to conduct a review and SWOT analysis (strengths, weaknesses, opportunities, threats - including financial) of Dalia's Women's Funds, and work with the staff to produce a 1-2 year-long action plan for supporting the Women's Funds.

The Women's Funds bring together women to mobilize local resources for local or regional projects of their choice. The funds are entirely run by women representing women's associations and women's groups, and extend funding to women's organizations, individuals, or volunteer groups. The funds are in four districts in the West Bank: Jericho, Ramallah, Tulkarem and Salfit. Each of the four funds are composed of 3 to 5 community-based organizations (CBOs).

Deliverables:

- SWOT analysis written report (including financial review) of the four women's funds, including the goal of the establishment of the funds, their bylaws and operation mechanisms, internal staff activities and coordination of the funds, as well as the outputs and activities of the funds themselves.
- Proposal for 1-2 years of staff activities aimed at supporting and re-activating the Women's Funds

Proposed methodology:

- Review organizational materials and conduct interviews with Dalia staff to understand the original goals of the Women's Funds, the challenges and successes, the needs of the organizations within the funds, and what steps Dalia has already taken to better support the groups in the funds.
- Conduct interviews with the women's groups involved with the funds to assess their perspectives on the successes and challenges of the funds, their needs for support at this time, and their goals moving forward. At least 2 women should be interviewed from each of the funds (minimum of 8 interviews total).
- Produce SWOT report (including review of finances).
- Facilitate a discussion session/s with Dalia staff with the goals of:
 - Laying out the challenges and needs of the women's groups associated with the funds.
 - Helping Dalia clarify its goals and capacity for supporting these groups:

- How does the Women's Funds fit into Dalia's broader goals and strategic plan? What level of priority are the Funds? Which staff members are available to move the work forward?
- What resources do the staff need to effectively support the women's groups (based on what they shared about their needs)?
 - Dalia has already taken steps to increase staff capacity for supporting the Women's Funds – is more training needed in these areas or new areas?
 - Assessing the possibility of activating the funds in their current structures, or proposing alternative options.
- Draft a 1-2 year action plan aimed at supporting and re-activating the Women's Funds.
- Present the action plan to the staff and women's funds, gather feedback, and amend accordingly.

Timeline, duration, and location:

- Duration: 15 working days (timeline is adjustable)
- Location is flexible. Most interviews can be conducted over the phone, but availability for some in-person interviews in the Ramallah area is ideal and preferred.

Qualifications:

- Proven experience in monitoring and evaluation, SWOT analysis, and project management
- Proven experience in working with women's groups/cooperatives/associations
- Proven knowledge of administrative, legal and financial procedures related to cooperatives/associations
- Understanding of Dalia's vision and approach

Application Procedure:

- Please send:
 - A brief description of how you will apply previous experience and your expertise to this project
 - A proposal for financial compensation
 - Examples of previous work in the field
 - CV
- Application deadline: **Sunday July 9th, 2023**

How to Apply

- Interested candidates are requested to submit a proposal to Procurement Officer procurement@dalia.ps and copy director@dalia.ps no later than **July 9th, 2023.**
- If you require any further information, feel free to contact by email: director@dalia.ps or by mobile: +970 (59) 2205303