



# PARADISO

T B PATIENTS TRUST

Call for Consultancy: Organizational Capacity Assessment

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## Organisational Capacity Assessment (OCA)

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### Consultancy Background

Paradiso TB Patients Trust is a community TB initiative functioning as a registered Non-Governmental Organization under Malawian law, with its headquarters in Lilongwe. Established in 2000 and officially registered in 2003, Paradiso is led and supported by individuals living with HIV and those affected by tuberculosis. It currently implements programs in Tuberculosis (TB) and HIV/AIDS.

As Paradiso is in the final year of its current 5-year project lifecycle (2021–2025) funded by LHL International through Norad, it seeks to undertake an Organizational Capacity Assessment (OCA) to inform future planning and strengthen its grant-readiness for upcoming funding opportunities especially the renewal of its agreement with LHL International.

An external consultant will be engaged to lead the OCA process, providing an independent and comprehensive review of Paradiso's organizational strengths and areas requiring development. It would be ideal if the consultant is conversant with the Atlas Alliance's approach and tool to Organizational Capacity Assessment (OCA) process or at least the *to be*, *to organize*, *to Do*, and *to relate* approaches of organization self-assessment.

## Consultancy Objectives

The consultancy has the following objectives:

1. To evaluate the organization's ability to effectively achieve its goals and objectives using the *to be*, *to organize*, *to Do*, and *to relate* approaches of organization self-assessment.
2. To identify areas that require strengthening or improvement using *to be*, *to organize*, *to Do*, and *to relate* approaches of organization self-assessment.
3. To develop a plan with actionable recommendations to improve organizational capacity.

### 4. Expertise required

The consultant should possess the following qualifications and attributes:

1. Master's degree in a relevant field (e.g., Public Health, Development Studies, Organizational Management)
2. conversant with the Atlas Alliance's approach and tool to Organizational Capacity Assessment (OCA) process or at least the *to be*, *to organize*, *to Do*, and *to relate* approaches of organization self-assessment.
3. Proven track record in conducting organizational assessments or evaluations.
4. Experience with participatory methodologies.
5. Excellent communication skills and attention to detail.
6. Familiarity with Malawian civil society and health systems is desirable.

### 5. Reporting requirements

The consultant will report directly to the Executive Director of Paradiso TB Patients Trust. Specific reporting deliverables include:

1. A summary of anticipated work and methodology (should include the Atlas Alliance's approach and tool to Organizational Capacity Assessment (OCA) process or at least the *to be*, *to organize*, *to Do*, and *to relate* approaches of organization self-assessment..
2. A description of key activities and necessary resources.
3. A comprehensive activity schedule, including milestones.
4. A clear timeframe for the exercise with specific dates for the submission of draft and final reports.
5. A reference group comprising Paradiso staff may be formed to support and provide input throughout the assessment process.

### 6. Deliverables

The consultant is expected to deliver the following:

1. An Inception Report with methodology, tools, and detailed workplan.
2. A Draft Organizational Capacity Assessment Report.
3. A Final Assessment Report incorporating feedback from Paradiso.
4. A Capacity Strengthening Plan outlining key recommendations and timelines.

**Note:** Final Work and submissions are to be finalized/done by June 2025.

## 7. Budget and estimated time

The consultancy is expected to be completed within one month from the start date. Paradiso will be responsible for full payment of assessment fees upon submission and acceptance of the final report. The total budget and payment terms will be finalized with the selected consultant and will include coverage for any agreed vehicle and fieldwork-related costs.

The consultant is required to submit a proposed budget and timeframe as part of their inception documentation.

### How to Apply:

Interested and qualified consultants are invited to submit their application, including a cover letter, detailed CV, and proposed methodology with budget and timeframe.

Please send your application to:

✉ Email: [paradisomw@paradisomw.org](mailto:paradisomw@paradisomw.org)

✉ CC: [harrietkakhobwe@paradisomw.org](mailto:harrietkakhobwe@paradisomw.org)

Or deliver to:

The Executive Director  
Paradiso TB Patients Trust  
P.O. Box 2436  
Lilongwe, Malawi

Subject Line: Application – OCA Consultancy

Only shortlisted candidates will be contacted.