



TERMS OF REFERENCE

Mapping of Local Civil Society Organizations in Iraq

Organization:	iMAP Inc
Purpose of Contract:	Mapping of Local Civil Society Organizations in Iraq
Country/Region:	All Iraq (19 governorates)
Contract Duration:	February 20 th – April 20 th 2024

Background:

iMAP Inc. is an international nongovernmental organization that provides information management services to humanitarian and development organizations. Through information management, we help our partners target assistance to the world's most vulnerable populations. Our core philosophy is that better data leads to better decisions and that better decisions lead to better outcomes. iMAP's critical support to information value chains helps to solve operational and strategic challenges of our partners in both emergency and development contexts by enabling evidence-based decision-making for better outcomes.

Scope of the assignment:

The consultant will develop a detailed mapping and assessment of national non-government actors across all 19 governorates of Iraq, including:

- Civil society/nonprofits/CBOs
- Regional/national/local NGOs
- Faith-based Organizations
- Academic Institutions

The consultant will conduct a comprehensive mapping of organizations to understand their themes of operations and geographic coverage. Based on the criteria provided by iMAP Inc, relevant organizations will then be selected for additional mapping, including but not limited to address, key contact persons, contacts of the organizations, networks, past performance and years of existence.

The consultant is expected to;

- Through initial desk review and the consultant's established network, conduct basic mapping of non-governmental organizations and institutions in Iraq.
- Based on the criteria outlined by iMAP, select relevant national CSOs for further assessment.
- Develop comprehensive assessment tools to undertake the detailed mapping exercise.

- Through their existing network, establish key contacts with relevant organizations/institutions to undertake the assessment.
- As far as feasible, verify the selected CSOs' activities and assess their ability to operate with good governance, accountability, transparency and integrity.
- Establish and maintain complete database of all mapped CSOs, ensuring compliance with iMMAP Inc data protection policies.
- Develop profiles of CSOs determined to meet the criteria outlined by iMMAP Inc, following completion of the mapping exercise.
- Draft and submit final report, to include a summary of the work undertaken, methodology, key findings, challenges and lessons learned from the mapping exercise. The final report should include key recommendations, to support the establishment of local partnerships in Iraq.
- Provide all necessary equipment required to undertake the assignment (laptop, phone, communications package, etc.)
- Ensure data collection is conducted in a sensitive and appropriate manner, with the obtained consent of the participants.
- Ensure that all data collection through the mapping exercise is accurate, relevant and up-to-date. Instances in which the consultant has doubts about the accuracy of the information must be highlighted to iMMAP Inc.
- Of the CSOs identified through the initial mapping exercise, complete comprehensive assessment of a minimum of ten CSOs in each of the 19 governorates of Iraq. Number of CSOs per governorate may be adjusted according to criteria and initial mapping exercise, in agreement with iMMAP Inc.
- Attend preparatory meetings with iMMAP Inc. to discuss in detail the scope of work and desired outcomes.
- Submit all tools developed to support undertaking of the assignment to iMMAP Inc. for review and approval.
- Remain in regular contact with iMMAP Inc to update on progress of the assignment and to report on any challenges faced in undertaking the scope of work.
- Ensure that all works are conducted according to and in respect of iMMAP Inc's Code of Conduct and Protection Against Sexual Exploitation and Abuse (PSEA) policies.
- Provide their own transportation for any travel and any equipment (laptop, phone, etc.) required to complete the scope of work. iMMAP will not be responsible for providing the consultant with transportation.

Deliverables:

- 1) Inception report, including a detailed workplan, timeline, methodology and data collection tools
- 2) Database of mapped CSOs
- 3) CSO profiles
- 4) Final report

All documentation associated with the above deliverables must be submitted in English language.

Timeline:

- | | |
|---|---------|
| 1. Development of inception report and assessment tools | 1 week |
| 2. Initial CSO mapping and database of CSOs | 3 weeks |
| 3. Selection and assessment of relevant CSOs, according to criteria and development of CSO profiles | 3 weeks |
| 4. Drafting of final report | 1 week |

The bidder is free to propose an alternative timeline, provided deliverables are completed by April 20th, 2024.

Qualifications & Experience:

- Bachelor's degree in a relevant field
- Minimum of 5 years of experience in research / M&E
- Demonstratable experience in stakeholder mapping and assessment or similar assignments.
- Experience of working with civil society organizations in Iraq.
- Good understanding of cultural, political, and geographic context within the different Iraqi governorates
- Ability and willingness to travel across Iraq, as required.
- Excellent communication and interpersonal skills and ability to establish relationships
- Self-reliant and able to work independently with a high degree of flexibility
- Good writing and analysis skills
- Good computer skills, including Microsoft Excel
- Languages: Arabic (must), English (must), Kurdish (desirable)