



The Irish Association of Non-Governmental  
Development Organisations

## Terms of Reference

### **A Collaborative Research Project to uncover the Distinctive Value and Contribution of Small Development NGOs**

#### **1. Background:**

Dochas is a network of Irish-based development NGOs, which functions as a meeting place of organisations committed to tackling poverty and inequality around the world. Through Dochas, Irish Development NGOs and others come together to share their experiences, and to use those experiences to advance more effective ways to end all forms of poverty and injustice. Dochas aims to provide coherence to the sector, particularly in relation to shared messaging to key stakeholders like Irish Aid, the Charities Regulator and politicians. We also help to identify trends to understand gaps and opportunities that will ensure our members' work has the greatest possible impact.

Within Dochas there are a wide variety of member organisations. We have recently established a Small Member group to focus specifically on creating and supporting a learning space for Small Members. For now the group is a self created group in that any Dochas member who perceives themselves to be small within the Dochas context is welcome to join the group. The idea for this research emerges from that group's conversations and reflections and the shared conviction that there is a case to be made for the value of small NGOs.

#### **2. Purpose and scope:**

The purpose of this research is to support the Dochas Small Member group to facilitate a short collaborative research project to build a clearer shared understanding of the distinctive value of the work of small NGOs and to elaborate a clearer framework for presenting that work. This is intended to be a tightly focussed project concentrating on the discovery and articulation of what Dochas members identify as valuable in their work and to build on what members already have.

#### **3. Objectives:**

- Provide a high level overview of Dochas Small Members and their development work
- Provide a summary of research highlighting specific advantages of small NGOs in international development
- Uncover what Dochas small members see and believe to be the distinctive value of small development NGOs
- Identify the evidence there is to support those views
- Develop a shared conceptual framework within which to locate the value of small NGOs

#### **4. Deliverables and methodology**

The final methodology will be agreed as part of the tendering process, but it is expected to include:

- Desk research to understand the number and scale of small members in the Dóchas network
- A short online survey of relevant members
- Engagement with the Dóchas Small Members Group through group and individual interviews

Specific Outputs:

- A draft report
- A revised final report- which will address the key objectives set out above.

#### **5. Skills and Experience Required**

Applicants must have significant experience and proven skills in research, with a focus on primary data collection, group facilitation and synthesis of complex information and report writing. Experience in the not-for-profit sector is required, and knowledge of the international development sector is an advantage.

#### **6. Terms and Conditions**

We expect this consultancy to take between 6 to 10 days, and will need to be completed no later than September 30th.

For this type of work Dóchas normally pays approx. €350 a-day, but the exact fee will need to be negotiated.

The consultant will report to Séamus O’Gorman, Head of Membership Engagement [seamus@dochas.ie](mailto:seamus@dochas.ie).

As well as providing any relevant reference materials, Dóchas will be responsible for liaison with members and supporting the consultancy.

#### **7. Confidentiality and Data Protection**

A normal duty of confidentiality is expected in relation to Dóchas business, both during and after this consultancy. All documents (e.g. records, reports, plans, policies, papers, files) relating to work carried out in the course of this consultancy with Dóchas will remain the property of Dóchas at all times. The consultant will not retain copies of such records.

The consultant will not at any time either during the period covered by this contract or after its termination make use of or communicate to any unauthorised person/body any confidential information about Dóchas which may have been obtained during the course of this consultancy.

On termination of this contract by either party the consultant will deliver to Dóchas all records, documents, equipment, etc. in their possession or control relating in any way to this consultancy.

#### **8. Application process**

Please submit your expression of interest, including a brief outline of the methodology and timeframe you propose in line with this ToR, and a CV to [seamus@dochas.ie](mailto:seamus@dochas.ie) by Friday July 10<sup>th</sup> July 5pm. Early applications are welcome and will be reviewed on receipt. Only shortlisted candidates will be contacted.