

# TECHNICAL ASSISTANCE MANAGEMENT CAPACITY DEVELOPMENT PROGRAMME

Technical Support Facility Southern Africa

## APPLICATION GUIDELINES AND FORM

### **GENERAL INFORMATION**

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The **Technical Support Facility (TSF)** Southern Africa has launched a capacity development programme for technical assistance management for their country partners and clients.

The TSF Southern Africa priority areas include:

- Strategic and Operational Planning
- Costing and Budgeting
- Resource Tracking
- Management, including Financial Management, Proposal Development and Report Writing
- Organisational Development
- Partnership Development
- Monitoring and Evaluation
- Gender
- Mainstreaming

The TSF Southern Africa covers: Angola, Botswana, Comoros, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Zambia and Zimbabwe.

The TSF Southern Africa has a capacity development programme targeted at country partners and clients to enhance their ability to get the best results from short term assignments or technical assistance.

There are three components to this programme:

1. A TSF Southern Africa Orientation Workshop facilitated in country introducing country partners and clients to the steps of effective assignment management and the services offered by the TSF that support assignment management. These workshops will be run in each country in the region from February 2007. Dates for these workshops will be posted on the website as they become available.
2. A TSF prepared guide that targets project and assignment managers discussing the steps of effective assignment management.
3. A country partner/client capacity development programme that offers direct support to organisations in the region involved in HIV and AIDS programme scale up.

Country partners who are managing short term assignments that contribute to HIV and AIDS programme scale up can apply to the TSF Southern Africa for support with this.

The country partner and/or client capacity development programme will make a consultant available to an organisation to offer one or several of the following services:

1. A pre-scoping mission to assist with the preparation of Terms of Reference (ToR) in the case of a complex assignment or when a series of assignments needs to be planned for.

2. Technical assistance planning to meet the strategic or operational objectives of the organisation. This involves identifying when short term assignments are needed for an organisation or programme to deliver.
3. The provision of support to organisations to address processes that hamper the use of short-term consultancy assignments. Procurement processes are often reported to hamper short term assignments.
4. TSF facilitated training opportunities for individuals directly involved in the management of short-term assignments.

## **CRITERIA FOR APPLYING**

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### **Country and regional partners who are eligible to apply for support through the Technical Assistance Management Capacity Development Programme include**

- National AIDS Coordinating bodies
- Government ministries and departments, including national, provincial/state and local
- Civil society, including non-governmental organisations, NGO-networks, community-based organisations, faith-based organisations and trade unions

### **Organisations applying for support must be able to demonstrate that**

- They are a registered national organisation or entity based in a country covered by the Technical Support Facility Southern Africa
- They have been in operation for at least two years
- They have organisational capacity in their field of work
- Their mandate and mission are in line with internationally accepted technical and ethical standards and core values, strategies and priorities of UNAIDS
- The organisations services are within the TSF Southern Africa priority areas and scope of work
- They regularly use short-term consultancies

## **OBLIGATIONS OF ORGANISATIONS RECEIVING SUPPORT**

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### **Those receiving support under the Technical Assistance Management Capacity Development Programme for are expected to**

- Identify a person who will be the organisational focal point for any actions related to the completion of the application process, budget and workplan for the requested support, and the coordination of agreed upon actions to facilitate the process
- Review and report on the effect on organisational capacity, with specific reference to managing short-term consultancies, as a result of the support received by the Capacity Development Programme (within six months after the funding was received)
- Agree to have the reports and other outcomes, including any tools or methods developed, made available in the public domain such as on the TSF Southern Africa website

## **APPLYING TO THE CAPACITY DEVELOPMENT PROGRAMME FOR TECHNICAL ASSISTANCE MANAGERS**

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### **Electronic submission preferred**

The following short application form should be completed and submitted via email to [info@tsfsouthernafrica.com](mailto:info@tsfsouthernafrica.com)

### **If an electronic submission is not possible, please mail your application to**

Technical Assistance Management Capacity Development Programme  
c/o Technical Support Facility Southern Africa

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Postal Address : Postnet Suite #129  
Parkview 2122  
South Africa

Physical Address: 1st Floor, No. 1 Milner Place (Building B) Sunnyside Ridge Park, 32 Princess of Wales  
Terrace, Parktown, 2193

Tel : +27 (0)11 484-8217/8218  
TSF Fax : +27 (0)11 484 8238

Applications will be considered on the basis of existing Capacity Development Programme criteria and availability of funds. The TSF Southern Africa will acknowledge receipt of applications within 72 hours. We aim to inform applicants on whether or not their application has been approved within 15 to 20 working days from the receipt of the application.

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# APPLICATION FORM

## 1. CONTACT INFORMATION

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Organisation  
Address  
Contact Person and Designation  
Telephone Numbers  
Fax  
Email  
Website  
Date of application

## 2. ORGANISATIONAL PROFILE

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### A. How would you categorise your organisation?

- I. National AIDS Coordinating body
- II. Government Ministry or Department, including national, provincial/state and local
- III. Civil Society Organisation, including non-governmental organisations, NGO-networks, community-based organisations, faith-based organisations and trade unions
- IV. Other (please specify)

### B. Data on the organisation

- I. Date founded
- II. Registration number
- III. Number of staff
- IV. Number of short-term consultancies managed in the last 12 months

## 3. REQUEST FOR SUPPORT

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### For which kind of organisational activities are you requesting support?

*Please tick one or more of the following options*

- I. Consultant support with preparing of Terms of Reference (TOR)(pre-scoping mission) (max 5 days)
  - II. Consultant support with technical assistance planning to meet the strategic or operational objectives of the organisation (max.5 days)
  - III. General consultant support with short-term consultancy management (eg.procurement)(max 5 days)
  - IV. Training for assignment managers (max.3 day training programme) including:
    - Writing terms of reference
    - Principles of Performance Management
    - Management of teams
    - Effective TA Management
    - Writing of proposals
    - Other training programmes decided in consultation with the TSF Southern Africa
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#### 4. DESCRIPTION OF SUPPORT REQUIRED

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##### Motivation for Support

Provide a brief description of your organisation (including mission statement and mandate) and why you are requesting support from the Technical Assistance Management Capacity Development Programme of the Technical Support Facility for Southern Africa.

Include sufficient background on the proposed support to make clear

- How the consultant support or training received will help build the organisations capacity to manage technical assistance/short-term consultancies?
- How the support received will strengthen/contribute to your organisation's current work?
- What plans your organisation has for technical assistance?
- How technical assistance supports other processes or activities in the organisation or more widely?
- Why the request for support is relevant to the objectives of your country's National Strategic Plan on HIV and AIDS?

##### Activities/Tasks and Schedule

Clearly outline the **activities or tasks** to be undertaken. Also, provide the proposed timeframe for each of the outputs and the estimated number of days for each.

Consultant led Activity or Tasks	Start Date	End Date	No. of consultant days <sup>1</sup>

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<sup>1</sup> Note that this includes a maximum of 5 consultancy days.

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**Training**

<b>Training Course</b>	<b>Start Date</b>	<b>End Date</b>	<b>No. of participants</b>

Please provide the name, position and a short summary of key roles and responsibilities of the person/s to be trained.

<b>Name of participant</b>	<b>Position in the organisation</b>	<b>Key roles/responsibilities of participant</b>

Please suggest whether you know whether the training course you have identified is available by a local training provider or whether your organisation requires the TSF Southern Africa to provide the training.

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## 5. FUNDING

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Please provide a summary of why your organisation's funds cannot be used to support this input.

Has your organisation approached any other funding mechanisms to support this work?

Yes (*if yes, please provide details*)

No

## 6. EVALUATION

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What results are you looking for?

How do you plan to assess the effectiveness of the support provided?

## 7. ADDITIONAL INFORMATION

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You may provide any other relevant information in support of your request

**Thank you for completing the application form and for your interest in the Technical Assistance Management Capacity Development Programme of the TSF Southern Africa. We will notify you shortly of the outcome of your application.**

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