



'EMPOWERING FEMALE STUDENTS'

Terms Of References (TOR) for engaging a consultant to carry out a strategic plan

Post Title: Consultant for Strategic Planning

Project Title: Strengthening women's advocacy for accountable health governance in Zimbabwe.

Contract Duration: 20 Days

Estimated Start Date: 23 September 2024

Deadline of bids submission: 06 September 2024

Background

Female Students Network Trust (FSNT) advocates for the rights of young women in Zimbabwe's institutions of higher learning through leadership development and mentorship programs. These are done through various empowerment thematic areas that include: women's participation in institutional governance bodies, women's rights advocacy, policy advocacy, facilitating access to psycho-social support services to survivors of sexual gender-based violence and economic empowerment initiatives. FSNT's vision is to become a centre of excellence, innovative and empowerment programs for female students in Zimbabwe. The Female Students Network (FSNT) in partnership with Women Coalition of Zimbabwe (WCoZ) and Women and Law in Southern Africa (WLSA) are implementing the SWAAGHZ project aimed at capacitating women and girls in Zimbabwe to advocate for accountable health governance in Zimbabwe.

Nature of Consultancy

To lead and come up with a comprehensive 3-year strategic plan for the organisation after a consultative process with the stakeholders through a work to be organised by the Network. The consultant is expected to design and facilitate a two-tire stakeholder engagement workshop focusing on 1) Policies and Governance Review 2) Strategic Plan Review. The strategic plan should include but not limited to SWOT Analysis, review of goals and objectives, strategies and initiatives, organisational structure, leadership development, membership engagement, communication plan, theory of change, financial management, monitoring and evaluation strategies, realign the thematic areas to suit the relevant context for sustainability purposes, risk management, partnership and collaborations, GESI plan, technology and data management, strategic review and revision plan The overall outcome of the consultant is a comprehensive strategic plan document that is relevant to the current operating context and strong governance systems.

Objectives of the Strategic Plan

- To review and contextualised the organisation's focus so that it remains relevant to the current trends.
- To review policies and governance systems of the organisation.

Expected outcomes and deliverables

The consultant is expected to deliver the following:

- 1.) Inception Meeting and Report
- 2.) Policy and Governance Review Report
- 3.) Strategic Plan Document (Soft Copy and Hard Copy, Book Style)

To apply Interested organizations / candidates should email their proposals with their costing structures to :-

info@femalestudentsnetwork.org copying femalestudent2011@gmail.com stating the consultancy title in the subject line. Submissions should be accompanied with samples of previous work and two referees.

During the application process, FSNT will not charge any fee nor will it require any payment for an application to be considered. FSNT is an equal opportunity employer and employs personnel without regard to race, place of origin, colour, ethnic origin, language, creed, religion, gender, sexual orientation, age, marital status and or physical handicap. Persons with disabilities are encouraged to apply.

Documents

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

1. Profile of the consultant explaining why they are the most suitable for the work.
2. Relevant Experience (max 2 page).
3. Detailed methodology and conceptual framework with expected deliverables and timelines, number of days required (3-5 pages).
4. Recent CVs

Scope of financial Proposal and Schedule of Payments

a) The consultant will be offered a fixed amount in USD to cover all expenses and deliverables that will be paid in two phases as per the payment schedule below.

b) The payments will be made in instalments based upon outputs/deliverables specified in the TOR (under payment schedule) and upon certification of satisfactory work as per work plan and endorsed by FSNT and its partners.

Payment Schedule

- 50% on signing the contract and submission of a blueprint including methodology for conducting the strategic plan.
- 50% on completion and submission of final results and documents as per the expected deliverables.

Currency of Bid: All financial quotes should be in USD.