Terms of Reference- Short term assignment

Consultancy services for the organizational development of AWEN members

Introduction

The Albanian Women Empowerment Network (AWEN) works in the field of protection of human rights, in particular of the rights of women and girls. The main aim of this network is the social, economic, cultural and political empowerment of Albanian women. The network already functions on the basis of a well-defined mission, a board of directors, six-monthly and yearly plans etc. The network consists of 9 organizations, which are located in all districts of Albania from north to south, specifically:

- “Agritra Vision”, Peshkopi
- “Gender Alliance for Development Centre”, Tirana
- “Counseling Line for Girls and Women”, Tirana
- “Jona”, Sarande
- “Me, the Woman”, Pogradec
- “Social Centre for Women and Girls”, Durres
- “The Psycho - Social Centre “Vatra”, Vlora
- “Woman's Forum”, Elbasan,
- “Woman to Woman”, Shkoder,

Background information

AWEN and its partner organizations have been actively working to improve the situation for women for many years now, and have during that time acquired experience and skills in planning and implementing their activities. However, the demands on the organisations and the capacities of the civil society organizations are increasing.

For this purpose, Albanian Women Empowerment Network/AWEN wishes to engage the services of a local organisation for the purpose of providing technical assistance and capacity building for AWEN member organisations.
Consultancy Objectives and Expected Results

The goal of this assignment is to increase the organizational capacity and sustainability of member organizations by developing their capacity relating to strategic planning and internal operations. Expected results include:

1. Targeted member organizations currently engaged in the strategic planning have the strategic planning for the next three-four years;
2. Targeted member organizations have improved their policies and procedures and internal operating systems based on the criteria of usefulness, effectiveness, and efficiency;
3. Targeted member organizations have increased their capacity relating to strategic planning and internal operating systems;
4. Targeted member organizations have improved their internal communication through their participation in the processes of organizational development.

Scope of the consultancy

- Make an initial assessment of the member organizations participating in the organizational development processes and develop a plan of action that describes the steps to be taken in order to ensure that assignment goals and expected results are successfully achieved.
- Facilitate the strategic planning process of 2 (two) AWEN members and finalize their strategic plans by the end of 2016.
- Provide technical assistance for the revision (completion and/or improvement) of 3 (three) AWEN members’ policies and procedures manuals, as well as monitoring and evaluation systems, based on the criteria of usefulness for the organizations (taking into consideration their size and development stage), effectiveness, and efficiency.

Methodology

The consultant will design the methodology for the completion of the assignment, based on the proposal and cooperation with AWEN staff. The methodology should include the consultant’s approach to strategic planning and technical assistance processes: Main steps such as desk research, assessment, workshops, on-line communication and feedback, meetings, etc.; Timelines; and Main components of the documents (Strategic Plan and Manual of Policies and Procedures).

The consultant will work closely with the AWEN staff in order to ensure that the process is smooth and expected results are achieved. AWEN will provide the consultant with the necessary information such as the existing strategic plans and policies and procedures manuals, annual reports and reports on projects, etc. Regular/periodical meetings will be held between the AWEN staff and the consultant focusing on the content of documents as well as the process of their development.
Responsibilities

Consultant’s responsibilities include:

- Prepare the methodology for the completion of the assignment;
- Develop an action plan describing the steps to be taken and the timelines for their completion;
- Conduct the desk work;
- Visit AWEN members participating in the organizational development process at their premises for the purposes of assessment/interviews and technical assistance;
- Facilitate the workshops for the development of strategic plans;
- Facilitate the workshops for the revision of policies and procedures manuals, as well as monitoring and evaluation systems;
- Solicit the feedback of stakeholders (staff of participating AWEN members and staff of AWEN);
- Finalize the documents also including their editing and translation into English of the Strategic Plans.
- Write a report on consultancy.

Deliverables

1. Two Strategic Plans;
2. Three revised Policies and Procedures Manuals and Monitoring and Evaluation systems;
3. Final consultancy report.

Duration of assignment:

The assignment is expected to be completed during 15.10.2016 – 31.12.2016.

Level of effort

The number of days foreseen to complete this assignment is 56 (days) as presented in the table below.

<table>
<thead>
<tr>
<th>Nr</th>
<th>Activity</th>
<th># of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prepare the methodology and action plan</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Facilitate the development of strategic plans of two AWEN members</td>
<td>30</td>
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<tr>
<td></td>
<td>(15 days/organization)</td>
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<tr>
<td>3</td>
<td>Provide technical assistance for the revision of policies and procedures</td>
<td>24</td>
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<tr>
<td></td>
<td>and monitoring and evaluation systems of three AWEN members</td>
<td></td>
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<td></td>
<td>(8 days/organization)</td>
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<tr>
<td>4</td>
<td>Write the report on consultancy process and results</td>
<td>1</td>
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<tr>
<td></td>
<td>Total</td>
<td>56</td>
</tr>
</tbody>
</table>
Reporting

The consultant reports to the AWEN Executive Director. The consultant will report periodically, based on the Action Plan of consultancy as well as upon request.

Competencies and abilities:

- Knowledge and familiarity with the civil society sector in Albania, especially women organizations and their networks and coalitions.
- Knowledge and high interest about the women rights as human rights.
- A proven track-record relating to the organizational development of non-profit organizations, especially facilitation of strategic planning process and provision of technical assistance for the development/revision of internal policies and procedures.
- Ability to analyse, plan, communicate effectively orally and in writing, solve problems, organize and meet expected results.
- Strong team work skills.
- Ability to work under pressure of deadlines.
- Correctness.
- High skills in word and excel computer programs.
- High level of writing in English language.

Deadline: Within 20 October 2016, every interested organization and/or person is required to submit:

- The technical and financial proposal;
- The organizational profile (in case of organizations) and the CVs of consultants to be engaged;
- The CV (in case of individual consultants)

to the following address:

Email: info@awenentwork.org; Rrezarta.qerimi@awenetwork.org: