



Terms of References

For procurement of consulting services for (Activity A.1.1.1): (i) Conducting a Strategic Planning Workshop; and (ii) Development of the Strategic Plan for the years 2023-2025.

under the project:

“Equity in food, rights and participation for a sustainable rural development”
funded by We Effect, Sweden

I. Background

“Unë, Gruaja” is a non-profit organization, registered in 2003 by Tirana Instant Court. The mission of the organization is to empower women and youth in the Pogradec - Korça area. UG has worked in institutional level to establish and build the capacities of the Technical Working Groups in each of the Administrative Units, part of the Coordinated Referral Mechanism of Domestic Violence in the Municipality of Pogradec. The organization has consistently been actively supported by the community. The community of Pogradec has witnessed a high level of motivation, commitment, professionalism and readiness in service delivery by offering services with high quality to the community members. “Unë, Gruaja” is member of AWEN (Albanian Women Empowerment Network).

Through the implementation of “Equity in food, rights and participation for a sustainable rural development” Project, UG staff and its 30 active members will raise their capacities during the process of revising the Strategic Plan and will be equipped with new knowledge and skills regarding food security, Sustainable Livelihoods, MSD, Disaster Risk Management, Financial Literacy etc.

Very important outcome of the project “Equity in food, rights and participation for a sustainable rural development” is the improvement of the organizational capacity of UG. In this regard there is a need for the improved strategic management of the organization starting from the development of a new Strategic Plan for 2023 – 2025.

II. Objective of the assignment

UG is looking for a qualified consultant, who can provide the consultancy services for the design and finalization of the new Strategic Plan 2023 -2025.

In this context, the consultant will be responsible to:

1. Design and facilitate a Strategic Planning workshop with the UG staff and board focused on the following components and outputs:

- Analyse the current context
- Define the strategic areas of the organization for the SP period 2023-2025
- Define main Outcomes and Outputs
- Define main activities

- Define a M&E instruments and processes
 - Define the process of the development of the Strategic Plan
2. **Develop the first SP draft and circulate it with UG staff and Board for comments and suggestions.**
 3. **Finalize the SP.**

III. Duty travel & accommodation

The assignment will include up to three travels to the area where the workshop will be organized.

All travels and accommodations should be organized by the consultant and all assignment-related travel/accommodation expenses should be arranged, calculated and reimbursed as per UG's financial rules.

Reference: Consultancy services will be provided in the frame of the **Activity A.1.1.1:** *"Development of the UG Strategic Plan 2023-2025"*

IV. Coordination & reporting

Selected consultant will work under direct supervision of the UG's project manager. The project manager will be responsible for sharing the available assignment-related documents to the consultant and reply to the question/s that selected consultant might have.

Logistical support to the consultant is expected to be delivered by UG's project team members coordinated by the project manager. The staff members of UG are also going to provide contacts of the stakeholders if there is a need for some detailed bilateral communication.

Consultant will be reporting directly to UG's project manager. The project manager will be in charge of coordination of the UG's internal capacities, especially during the process of implementation of the three day Strategic Planning Workshop to the people who will participate in this process (members of UG, LAG, collaborators and women from identified rural areas, with the potential of starting a family business).

Deliverables:	Timelines
1. Design and facilitate a Strategic Planning workshop with the UG staff and board	By the end of May
2. Develop the first SP draft and circulate it with UG staff and Board for comments and suggestions.	By the end of June
3. Finalize the SP.	By the end of June
4. UG's approval provided, and payment implemented	By the end of July

Table 1. Timeline for delivery of the expected products

V. Qualification requirements

The consultant shall hold the following skills and experience:

- Experience implementation of similar consulting, related to the facilitation of the Strategic Planning processes more specifically:

- Experience in the Strategic Planning area (including the facilitation of at least 3 Strategic Plans for the organizations with the similar focus)
- Experience in facilitation / training / coaching of Strategic Planning workshops and trainings
- Experience in the field of support of institutional and organizational development of NGOs, establishment, function and development of community groups / organizations, etc.
- Knowledge and experience in mainstreaming women and marginalized groups into public and local development strategic documents and action plans, will be considered as a strong asset;

The contracted expert will be obliged to perform the following competences:

- Demonstrates integrity and fairness by modeling “Unë, Gruaja” values and ethical principles.
- Demonstrate professional competence and conscientious and efficient in meeting commitments.
- Observing deadlines and achieving results.
- Demonstrate ability to work independently and in the team.
- Display cultural, gender, ethnic, religious and age sensitivity, and adaptability.

Selected consultant will be requested to communicate with the project manager for any unclear situation or challenge that the consultant might face during the implementation of the tasks, especially the challenges in practicing the above-mentioned competences.

VI. Application procedure:

- Offers should be submitted by 08 May **2023 deadline until 4 p.m.**
- Offers should be submitted to une_gruaja@yahoo.com and Cc to afrovitig@yahoo.com.
- The Offer should include the Methodology for the development of the Strategic Plan, and the Methodology for the Facilitation of the Strategic Planning Workshop. The financial offer, which should be inclusive of any other costs (such as health and travel insurance) and taxes.
- The contact person who should be contacted in case of any questions related to the ToR.
- The signed Declaration of Relationships

All the above-mentioned documents should be attached to one email sent to une_gruaja@yahoo.com and Cc to afrovitig@yahoo.com

VII. Evaluation of the offers

The incomplete applications or applications received after the deadline for submission will not be taken into consideration.

The evaluation of offers will be based on the “best value for money principle” by using a weighted scoring method to evaluate the combination of the applicants’ qualification (70%) and financial proposal (30%).

The most responsive/compliant/acceptable proposal, having received the highest combined score out of a weighted technical and financial evaluation specific to the solicitation, will be selected. The offers will be evaluated based on the technical criteria and financial criteria.

1. Technical evaluation (70%): [1+2+3/30% + 30% + 10% = 70%]

- a) Evaluation of professional experience (relevance, 30%). Expertise and experience: Number of years of experience in the fields relating to Terms of Reference; Similar assignments; Proven track-record of delivering consultancy services.
- b) Evaluation of proposed methodology and approach (30%):
- c) Evaluation of communication, teamwork, and reporting skills (10%)

Only the candidates which will reach the threshold of 60% of the technical qualification will be considered for the financial evaluation.

2. Financial evaluation (30%)

Based on the formula: $30 * (\text{Lowest Price} / \text{Proposed Price})$.

VIII. Cost of the mandate & Terms of payment

This assignment consists of a maximum of **8 (eight)** consultancy days and maximum budget of 168,000 **ALL**. Payments will be as follows: A 100% final payment upon receipt and approval of a final invoice.

Due to the expected value and duration of the contract, this assignment considers payment to be realized in one (final) installment upon approval of the deliverables described with this TOR.

The payment will be realized based on the email sent to une_gruaja@yahoo.com and afrovitig@yahoo.com. The email should contain the following components:

- Email Body Text (preferably in English language):
 - Official request for payment.
 - Link for downloading the pictures and video materials if applicable.
- Email Attachments:
 - A brief summary report (maximum 2-3 pages) on the process and results of the assignments as well as any recommendations coming out of the assignments.
 - Copies of the educational/support materials used during the coaching sessions.
 - Copy of SP.

IX. Declaration of relationships

The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated party from UG, We Effect, its Regional Office in Skopje, its governing bodies and employees or with similar bodies/persons of the Client.

Closely associated party (persons, physical or legal) as per We Effect's definition is considered person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market