



TERMS OF REFERENCE FOR MENTORSHIP SUPPORT TO DEVELOP STRATEGIC PLANS FOR 6 CSOS

Introduction and Background

Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) is implementing a project titled **Strengthening Food and Nutrition Security Programming in Malawi**. The project is funded by German **Federal Ministry for Economic Cooperation and Development (BMZ)** through Welthungerhilfe. The main objective of this project is to promote the capacity of civil society organisations in Malawi to improve food security and strengthen resilience. Specifically, the project is expected to strengthen capacity of 10 civil society organizations (CSOs) and district-based network associations in evidence based FNS management, administration and programming. This support will in turn enable the targeted CSOs to plan and implement effective and participatory Food and Nutrition Security (FNS) programming approaches with their target groups or communities.

In July 2022, Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) conducted a capacity assessment which identified critical gaps in management structure, financial and resource management systems, human resources and programme management. Based on the gaps identified, the assessment further recommended capacity development options that will enable the CSOs to effectively deliver on their mission. In operational and technical effectiveness, a capacity gap was identified in 6 organisations with their strategic plans having to expire towards the end of the year.

It is against this background that Tilitonse Foundation would like to engage the services of a consultant to mentor the 6 (CSOs 2 in Nsanje, 3 in Dedza, and 1 in Ntcheu) in the review and development of successor strategic plans.

Objectives of Work

The overall objective of this assignment is to support Foundation for Active Civic Education, Foundation for Civic Education and Social Empowerment in Nsanje, Golomoti AIDS Support Organisation, Youth Initiative in Community Development, CCJP Dedza in Dedza District and YODEP in Ntcheu District with review and development of Strategic plans.

The specific objectives are as follows:

1. To provide mentorship support to the 6 CSOs in the process of reviewing and developing their strategic plans
2. To facilitate the review and development of strategic plans for the 6 CSOs

To produce a manual and guidelines on how CSOs can conduct review and development of strategic plans

Scope of Work

The duties and responsibilities of the consultant/s will be:

1. Review capacity assessment reports for the 6 organisations to enhance understanding and the nature of the gap
2. Conduct an overall organisational and programmatic review (which will also aid in understanding bottlenecks and successes in service delivery, efficiency and effectiveness issues based on mission and vision)
3. Analyse the CSOs Strengths, Weaknesses/Challenges, Opportunity, and Threats (SWOT Analysis) in relation to its current operations and performance
4. Analyse current Financial base and portfolio management (including general resource management)
5. Review the CSOs existing vision, mission and strategic objectives in relation to its overall mandate to determine strategic alignment.
6. Analyse/review monitoring plan and provide recommendations to ensure that implementation of the strategic plan is monitored
7. Develop a reference manual for development of a strategic plan process
8. Submit and present draft strategic plans for each organization

Deliverables

1. An Inception report detailing understanding of the assignment , methodology to be used and timelines
2. Draft Strategic Plans for the six organisations
3. Mid assignment process report
4. Reference manual for the development of a strategic plan
5. End of assignment report

Duration and Timing of the Assignment

The assignment is planned to take place in between October and December 2022.

Qualifications

- Minimum of a Master's degree in institutional development, project management, strategic management, Economics, Public Administration, Development studies, or equivalent;

Experience

1. At least 10 years' experience in similar roles and assignments
2. At least five (5) years' experience in institutional development, project management and implementation.
3. Ability to work with minimal supervision and under pressure;

4. Strong computer literacy (MS Office, Excel, Digital and Social Media)
5. At least five (5) years' experience in institutional development interventions and in development of strategic plans

Application Process

Interested and qualified Consultants/service providers are invited to apply. The service providers must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology, applicant's key member's CV. A separate financial proposal should be included in the submission
2. Contacts (email and phone numbers) of 3 former clients or referees.
3. A detailed list of similar assignments that the consultant has conducted in the past 3 years

Technical and financial proposals should be submitted to the addresses below, by **7th November 2022 at 17:00 hrs**

Physical Address	Postal Address	Email Address
Tilitonse Foundation Plot No. 128, Lizulu Street Area 47 Sector 5 LILONGWE Malawi	Tilitonse Foundation P.O. Box 31815 LILONGWE Malawi	<u>e.musiya@tilitonsefoundation.org</u> with a copy to <u>jobs@tilitonsefoundation.org</u>