

**CALL FOR APPLICATIONS – STRATEGIC PLANNING NATIONAL CONSULTANT**

**TERMS OF REFERENCE**

<b>Job Type:</b>	National Consultant
<b>Unit:</b>	Governance and Management
<b>Cluster:</b>	Strategic Planning
<b>Contract Period:</b>	10 working days + Translation Myanmar to English Note: Translation fee will be charged per page.
<b>Location:</b>	Kyauk Phyu, Rakhine State
<b>Reports To:</b>	Leadership team of PDI-Kintha
<b>Supervises:</b>	None
<b>Application Deadline:</b>	20 October 2021

**1. BACKGROUND**

The [Peace and Development Initiative-Kintha](#) (PDI-Kintha) was founded in 2013 in response to outbreaks of communal violence in 2012 and the more organized anti-Muslim violence that followed. Initial projects and activities sought to address the deepening religious and ethnic divisions that followed.

Early on, we focused much of our energy on building trust not only between communities affected by conflict, but also between community members and our staff. Through sports, music, and art activities we sought to transform attitudes driving conflict, raise awareness of issues underlying the conflict, and build skills to transform conflict.

We work with conflict-affected populations from central and northern areas of Rakhine State; however, following military clearance operations in August 2017 that lead to an exodus of over 600,000 people to Bangladesh and the subsequent barriers to access, we were forced to adjust the geographic focus area of some of our projects. We currently have 53 staff members implementing peace building, education, and social cohesion activities in Sittwe, Buthidaung, Maungdaw, Thandwe, Rathedaung, Kyauk Taw, and MraukOo townships (of central, northern and southern areas of Rakhine State).

## **2. PURPOSE**

PDI-Kintha is looking for a consultant to provide a technical support in the developing of a comprehensive Strategic Plan for the period: 2022-2024.

The overall objective of this work is to support the development of a Strategic Plan that will:

- (i) Ensure PDI-Kintha effectively and efficiently fulfills its mission; and
- (ii) Provide a framework to guide the development of current and future projects and includes recommendations for organizational development that will enhance the efficiency, effectiveness, and ultimate impact of PDI-Kintha's work.

## **3. SCOPE OF WORK/DELIVERABLES**

Reporting to the Executive Director and Administration Coordinator, and the consultant will undertake the following responsibilities:

- (i) Critically review PDI-Kintha's the existing strategic plan and identify critical issues, gaps, and opportunities with respect to its implementation;
- (ii) Lead consultative meetings with the Leadership Team of the PDI-Kintha to conceptualize focus areas and action plans;
- (iii) Facilitate Strategy development workshops to validate the Strategic Plan;
- (iv) Present the draft strategy to the Leadership Team and Advisory Board Members of the PDI-Kintha to elicit their thought and inputs; and
- (v) Finalize and provide the Strategic Plan in Myanmar language
- (vi) Translate Myanmar version of the Strategic Plan to English language

## **4. REQUIREMENTS**

Academic Qualifications:

- A postgraduate degree in strategic planning, education, business administration, development studies, or other related fields.

Professional Experience:

- Minimum 5 years' professional experience in facilitating strategic planning processes, and formulating strategic plans;
- Minimum 3 years' relevant experience in developing MEL plans;
- Demonstrable experience in implementing strategic plans and change management;

- Conducting similar work for nonprofit organizations, and experience with donor relations

Skills and Competencies:

- Excellent communication and group facilitation skills;
- Strong analytical, organizational and reporting skills;
- Results oriented and team player;
- Flexible regarding needs around multicultural contexts
- Ability to write academic English language

## 5. CONDITIONS

- Remuneration will be agreed on based on the Consultant's experience and qualifications;
- Remuneration will be paid contingent on the successful completion of the Strategic Plan with English and Myanmar version and PDI-Kintha's satisfaction with the same (Note: Translation fee will be charged per page.);
- PDI-Kintha reserves the right to withhold all or a portion of the remuneration if performance is deemed unsatisfactory.
- PDI-Kintha reserves the right to modify these terms of reference at any time.
- All materials developed will remain the copyright of PDI-Kintha.
- The travel and accommodation cost of national consultant will be covered by PDI-Kintha.

## 6. INSTRUCTIONS FOR APPLICATION

To apply, please submit the following in Microsoft Word or PDF formats to [administration\\_coordinator@kintha-pdi.org](mailto:administration_coordinator@kintha-pdi.org), and copy to [executive\\_director@kintha-pdi.org](mailto:executive_director@kintha-pdi.org).

- Cover letter, explaining your interests/motivations to work for PDI-Kintha
- Current Curriculum Vitae (CV)
- Technical and financial proposal (3 pages maximum)
- Names and contact details of 3 referees

**Deadline for applications:** 5:30 PM, 20 October 2021.

**ONLY** shortlisted candidates will be contacted.