

Consultancy to facilitate a 3 days Strategic Planning workshop for members of Council of Communal Harmony, Pakistan

Assignment duration: Khwendo Kor with support of Norwegian Church Aid is implementing Project: “Resilient communities for inclusive societies” the focus of the project is promoting rights of religious minorities by strengthening their inclusion in development process. Under this project from NCA Khwendo Kor has also facilitated minorities to form a network of minority groups called; Council for Communal Harmony (CCH). This Council is represented by members from different minorities and networks. CCH discusses issues of minorities and strategies for resolving these issues. Beside a General Body a steering committee is also constituted to cover oversight function for CCH. To extend sustainability to CCH Khwendo Kor intends to support their strategic planning purpose is that CCH stays focus on its mission and vision, have more coherence in its working, be more efficient and effective towards advocacy for rights of minority groups.

1. Background:

Khwendo Kor is a non-profit organization committed to empowering women and other marginalized groups in Khyber Pakhtunkhwa, Sindh and Newly Merged Districts.

KK is registered under Society Act 1861 in 1993. We have signed MOU with Economic Affairs Division, Govt. of Pakistan. KK has worked and has been working with OXFAM, USAID, UNICEF, Norwegian Church Aid and money other donors. KK has offices located in Peshawar and Bannu. For more details, please visit our website.

Resilient communities for inclusive societies, Council for Communal Harmony.

2. Strategic Planning Process.

CCH with the financial and technical assistance of Khwendo Kor plans to develop, Strategic Plan for the next 3 years. This planned SPP process will review its existing vision, mission and programs of various network included in CCH.

KK will hire an external consultant for CCH who will lead in facilitating the entire strategic planning process including the workshop. The consultant will facilitate SPP participants to review existing programs using tools like SWOT analysis. Facilitate team in defining the future direction, values, strategies and priorities of the organization. In addition to the workshop, the consultant will conduct a desk review of the external context, familiarize him/herself with CCH network members existing programs and consult with staff members and other stakeholders. The Consultant will also develop an analytical and actionable strategic planning report that will include recommendations for improving quality of our programs and accountability to the end users.

3. Objectives of the Strategic Planning process:

To develop the mission, vision, values, strategy and priorities for CCH by adopting participatory process that solicits ownership of stakeholders

4. Consultant’s activities:

- Familiarization with KK and CCH and its existing programs. Detail review of organizational documents and meetings with key staff.
- Facilitating team in identifying uniqueness of CCH and importance of its strategic plan

- Lead workshop methodologies and materials in consultation with KK program staff
- Lead designing of innovative participatory methodologies group work, brainstorming, role plays etc.
- Maps activities emphasizing discussion and focusing on building upon the organizations.
- Strengths.
- Process must be participatory and be designed in a way that provoke critical review and thinking amongst the participants
- Facilitation of the Strategic Planning workshop
- Compilation of workshop report.
- Develop Business Management Plan together with KK staff.

5. Consultant's Deliverables:

- Strategic Planning Process work plan including the consultative process and workshop
- Design Strategic Planning Workshop Session Plan.
- Integration of Women, people with disability, transgender in strategic plan.
- Facilitating Strategic Planning workshop using participatory/interactive approaches.
- Guidelines for Developing Business Plan to implement the Strategic Plan
- Final Strategic Plan Report.
- Business Management Plan
- Facilitate Formation of Strategic Planning Implementation Committee

6. Participants of the Strategic Planning Process:

- KK Staff at Head Office and Field
- Donors especially strategic partners
- Communities' leaders especially minority groups (CCH)
- CCH can recommend nominations

7. Required Skills and Competencies:

- Experience in conducting in designing and facilitating similar strategic planning processes with International and national NGOs.
- Deep understanding of minorities issues in Pakistan
- Knowledge and experience of using participatory approaches and innovative facilitation
- Techniques
- Strong analytical skills
- Good interpersonal skills and able to negotiate shared positions
- Excellent communication skills and fluency in English
- Strong understanding of development and humanitarian needs and issues in the Pakistan.

8. KK and CCH Focal Person/s:

1. KK's Project Manager, Resilient communities for inclusive societies
2. CCH to nominate on focal person

Consultant's Application

Provide specific methodology that what method he/she will adopt for this strategic plan. The Consultant may be asked to make a PowerPoint presentation on the methodology before selection

Please visit our website: www.khwendokor.org Please apply on email; romaisa.arbab@khwendokor.org cover letter and CV by **19th Sep 2021**. Cover letter should include your daily professional fee.
