

SH WEKANBAWZA SELF HELP GROUP

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**PINLAUNG TOWNSHIP, SOUTHERN SHAN STATE, MYANMAR**

Date - 3.5.2024

**TERMS OF REFERENCE**

**Job Title - Consultant for Review and Developing Strategic Plan**

**Reporting to:** Director

**Language Required:** Myanmar, English

**Work Location:** Pinlaung (Shan State)

**Expected Duration of Assessment:** 6 Days

**Starting Date:** 3rd week May 2024 to 2nd Week June 2024

**INTRODUCTION AND BACKGROUND**

Shwe Kanbawza Self Help Organization was founded in December 2010 in Pinlaung Township with 5 members, grown now to 34 members. SKBZ members come from the native ethnic groups of the area (Pa’o, Shan, Bamar) and were all born and grew up in the villages of Pinlaung Township. Being natives, born and bred in the area are conversant and knowledgeable on the complex socio economic and ethnic issues as well as the needs of the communities. All founder members had worked in UNDP Human Development Initiatives, Process Led Integrated Community Development programmes, in various capacity from 1997 to 2010. They are fully committed to the participatory democratic governance principles and the importance of group work and group initiatives as evidenced and proven by the major role played by self-help affinity groups in successfully undertakings of development activities.

SKBZ has implemented development and capacity building micro projects in 2011-2022 in Pinlaung township. The main donors of Shwe Kanbawza Self Help Organization are Norwegian People Aid (NPA), DanchurchAid (DCA)/UNDEF, People in Need (PIN), UNFPA, Mercy Corps Myanmar, MEDA –Myanmar, ILO, Pact Myanmar, RI, UNICEF and PUI. According to the financial assistance of the donors, Shwe Kanbawza Self Help Organization has implemented the 20 community development projects and humanitarian projects since 2011. Major activities of the community development projects were Forming Self Help Woman group and CBOs, Strengthening of Civil Societies, Capacity building, Livelihood Support, Good Governance, Gender, Women Empowerment, Environmental protection, Child Protection, WASH, Health, Education, Nutrition and Multi Sector for Emergency Respond. SKBZ is now operating in Pinlaung, Hsihseng, Pekon, Nyaung Shwe and Taunggyi Townships

**OBJECTIVE OF THE CONSULTANCY**

* The objective of this consultancy is to review the current SKBZ Strategic Plan and develop the new Strategic Plan. identity the gaps that require changes in order to be aligned to the proposed new system and how this integrates with the current manual and proposed changes. This process will ensure that SKBZ’s Strategic plan is clearly documented, strengthened, and is robust.

**Main Tasks**

The consultant will carry out a review of the existing Strategic plan and processes and identify gaps and areas that may require improvement and strengthening. This includes but is not limited to;

* Review Strategic Plan to ensure clear understanding of the SKBZ’s focus and identify gaps.
* Assess how the Strategic Plan was disseminated, implemented and monitored to ensure successful implementation by all stakeholders including extent to which Strategic Plan was used to inform annual operational plans and budgets;
* Assess the effectiveness and coherence of the coordination mechanisms and partnerships that were instituted to implement the Strategic Plan.
* Assess the capacities of the leadership within each strategic outcome to plan within the framework of the Strategic and implement for results in respect of Outcome and Output targets.
* Conduct consultation to identify what worked well and what did not and draw lessons for future programming and to inform the successor Strategic Plan.
* The consultant oversees an organization’s strategic planning process, manages stakeholder participation and ensures successful execution**.**
* Review the current Strategic Plan identity the gaps that require changes in order to be aligned to the proposed new system and how this integrates with the current manual and proposed changes.
* Facilitate the training of project team on the updated strategic plan and procedures.
* Present final detailed report and synthesis report of the strategic plan.

**Deliverable**

Deliverables include:

* Reviewed on existing Strategic Plan
* Finding session after the reviewed Strategic Plan
* Revised/updated Strategic Plan (in both Myanmar and Eng)
* Revised/updated Strategic Plan related process of SKBZ (in both Myanmar and Eng)
* Launching plan and accompanying materials for dissemination the PSEA policy throughout the Association by online
* Draft Strategic Plan as per agreed outline
* Final Report incorporating comments and relevant input from SKBZ.
* A Power Point presentation of the new Strategic Plan

**Overview of Review and developing SKBZ Strategic Plan (Work plan)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Consultant Tasks | 20.5.24 | 24.5.24 | 3.6.24 | 11.6.24 | 17.6.24 | 21.6.24 |
| 1 | Initial meeting with Association ( Inperson) | X |  |  |  |  |  |
| 2 | Finding session after the reviewed Strategic Plan |  | X |  |  |  |  |
| 3 | First Draft Strategic Plan (By Myanmar Language) |  |  | X |  |  |  |
| 4 | Second Draft Strategic Plan (By Myanmar Language) |  |  |  | X |  |  |
| 5 | Final and Launching Strategic Plan (Myanmar Language) (IN person) |  |  |  |  | X |  |
| 6 | Translation to English language |  |  |  |  |  | X |

* Total consultancy fees include the Honorarium for consultation (including transportation, Accommodation, Meal Allowance and etc), necessary documents, reports and necessary workshops in policy development.

**Level of Effort**

It is expected that the consultant can be able to start work on 20- May- 2024.

Estimated duration will be one months and honorarium for reviewing and updating the Strategic Plan development (both in Myanmar and English) and lunching meeting.

**Experience and Qualifications**

* Bachelor degree in Social Sciences, Gender and Development Studies, Strategic Planning and Management, or any other relevant field
* Minimum 5 years’ experience in developing National Action plans, gender related policies and strategies, and programs aimed at women’s empowerment, eliminating discrimination against women and girls and achieving gender equality
* Experience in governance and development of accountability frameworks
* Must have experience working with government agencies, civil society organizations and preferably UN Agencies
* Ability to work in the multi-cultural team environment and to deliver under pressure/meet deadlines
* Demonstrable experience in Result Based Management including in depth understanding of Theory of Change;
* Experience in conducting mixed method research approaches including quantitative and qualitative research and analysis.
* Track record on successful delivery of high-quality reports and international organizations on Strategic Plans
* Excellent analytical, research and report writing skills.
* Excellent communication and relationship-building skills.

**Application Process**

Please send your all-inclusive Strategic Plan quotation in excel format (including the cost of technical person, transportation, per diem, accommodation etc.,) together with working days to hlahlayee@skbz.org email attaching Cover letter, CV.

To - SKBZ Address: Kan Thar Oo Ward, Myo Part Road, Pinlaung Township, Southern Shan State.

The deadline for application submission is **15th May 2024**.