



AFRICAN CONFEDERATION OF COOPERATIVE SAVINGS AND CREDIT ASSOCIATIONS (ACCOSCA)
ASSOCIATION DES COOPERATIVES D'EPARGNE ET DE CREDIT D'AFRIQUE

An Expression of Interest Strategic Planning Consultant (1 consultant)

1. Purpose

The overall objective of this consultancy is to develop a five year plan to ensure that the ACCOSCA engagements respond to the present context and future challenges while pursuing a strategic engagement to achieve its stated objectives. The strategic plan developed is expected to build on the previous success in its contribution in Africa agenda, so as to ensure that the ACCOSCA is responsive to the needs and expectations of its members.

2. Background

The African Confederation of Cooperative Savings and Credit Associations (ACCOSCA) is a non-governmental, pan-African confederation of national associations of savings and credit cooperatives societies. ACCOSCA opened its doors in 1968 and is currently being governed by domicile laws and ACCOSCA constitution. The General Assembly, which is currently comprised of twenty-seven countries, is the highest organ of the organization. The General Assembly is held annually and the location is geographically rotated within the region. It ensures that the activities of ACCOSCA remain relevant in meeting the challenges faced by Africa.

3. Description of Tasks (Scope of Work)

Aimed at facilitating internal and multi-stakeholder meetings and consultation processes, the scope of work of the consultant will include but not be limited to:-

- a) Undertake a situational analysis of the work of the ACCOSCA to date through *inter alia* the review of the vision and mission of the ACCOSCA based on

the past and current engagements of the ACCOSCA since inception including the 2014 -2017 Strategic Plan, and other pertinent documents;

- b) Undertake a stakeholder mapping and analysis, and hold consultations with key stakeholders;
- c) Through a consultative process and application of an appropriate tool of analysis , identify focus areas and develop strategic objectives and key result areas for the same;
- d) Review the institutional capacity, organizational set up, financial and administrative arrangements for the effective engagement of the ACCOSCA (including the review of the organizational processes and decision making structures to recommend required changes to improve effectiveness);
- e) Propose a strategy for achieving the strategic objectives and key result areas;
- f) Develop a Results and Resources Framework for the plan period;
- g) Hold a stakeholder meeting to validate the draft Strategic Plan;
- h) Finalize the Strategic Plan and submit to ACCOSCA.

4. Deliverables

- a) Develop five –year Strategic Plan including Results and Resources Frameworks
- b) Report on the processes including stakeholder consultations and workshops

5. Timeframe/ Duration and Phasing

The consultancy period is 20 days to be undertaken between August 1, 2017 and August 31, 2017.

Expected start date: Month of May 2017.

Proposed Timeline of activities

Activity	Number of days
Undertake a situational analysis of the work of the ACCOSCA to date through <i>inter alia</i> the review of the vision and mission of the ACCOSCA based past and current engagements of the ACCOSCA since inception including the 2014 -2017 strategic plan and other pertinent documents	2 days
Undertake a stakeholder mapping and analysis and hold consultations with key stakeholders	3 days

Through a consultative process and application of an appropriate tool of analysis, identify focus areas and develop strategic objectives and key result areas for the same	5 days
Review the institutional capacity, organizational set up, financial and administrative arrangements for the effective engagement of the ACCOSCA including the review of the organizational processes and decision making structures to recommend requires changes to improve effectiveness	2 days
Propose a strategy for achieving the strategic objectives and key result areas	2 days
Develop a Results and Resources Framework for the Plan period	2 days
Hold a stakeholder meeting to validate the draft five- year Strategic Plan	2 days
Finalize the Strategic Plan and submit to ACCOSCA	2 days
TOTAL NUMBER OF DAYS	20***

6. Institutional Arrangements

The consultant will report directly to the CEO and work closely with any other person assigned to her/him. ACCOSCA will provide relevant background documents necessary for the assignment including the current Strategic Plan 2014 -2017, ACCOSCA reports and any other relevant documentation that the consultant may require. ACCOSCA shall be responsible for the coordination of meetings and other activities under the consultancy and will cover the logistical and administrative costs of this assignment.

7. Competency and Expertise Requirements

a) Academic

At least a master's degree in a relevant field in the area of humanities or equivalent skills with demonstrable experience in strategic planning as noted below

b) Experience

- ✓ At least five years professional experience in strategic planning and management;
- ✓ Knowledge and experience of sexual and reproductive health and rights issues in Kenya, in the region and globally;
- ✓ Demonstrable experience in working with non-governmental organizations and other stakeholders especially in the area of capacity and institutional development.

c) Skills and competencies

- ✓ Ability to work with minimal supervision;
- ✓ High level written and oral communications in English;
- ✓ Must be results- oriented, a team player , exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- ✓ Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- ✓ Skills in facilitation and stakeholder engagement/workshops;
- ✓ Evidence of having undertaken similar assignments;
- ✓ Experience in research, policy and development, management and programming oriented work.

8. How to apply

- a) The consultant is required to submit a proposal of no more than ten pages to include a brief résumé highlighting relevant background and experience of no more than 3 pages;
- b) The consultant will also prepare a brief proposal which should demonstrate the direct relevant experience and proposed approach;
- c) The proposal ad email will be clearly labeled with respect the relevant consultancy;
- d) Send to ceo@accosca.org by **Monday 1st May 2017**;
- e) Any clarification to be emailed to ceo@accosca.org ;
- f) Canvassing will result in immediate disqualification. Only shortlisted candidates will be contacted.