

Terms of Reference

CONSULTANT FOR THE FUNDASAUN ALOLA STRATEGIC PLAN

I. BACKGROUND

Fundasaun Alola was established in 2001 by Kirsty Sword Gusmão, the first lady of Timor-Leste to raise awareness of the widespread sexual violence against women and girls in Timor-Leste during 1999.

Alola is working with community groups and individuals, we currently fund programs to improve maternal and child health, promote women's human rights, strengthen community development, and improve the status of women across the country. All the programs of Alola work closely with the ministries and work in line with national priorities, Sustainable Development Goals (SDGs), and international conventions ratified by Timor-Leste.

The current 2020-2024 Strategic Plan is the third strategic plan formulated at the end of 2019 involving council members, NGOs, government and donors. Since the beginning of 2020, the Strategic Plan has begun to be implemented. Two years after implementation, Alola conducted a review of its strategic plan based on needs and responses to the current situation which provided a greater focus on community work. 2024 is the final year for the 2020-2024 Strategic Plan implementation process. To shape the direction of the future long-term works, Alola is going to develop the next term of its Strategic Plan for 2025-2029.

From the last Strategic plan, we have notably learned that progress has been made in response to the mission and mandate of the Fundasaun Alola and based on its strategic directions, human resources of the committee, and cooperation from relevant stakeholders including NGO members and networks.

II. PURPOSE OF THE CONSULTANCY

The purpose of this consultancy is to develop Fundasaun Alola's strategic plan for 2025-2029 in line with the mission and mandate of Fundasaun Alola. The strategic plan should provide realistic and practical goals, objectives, and strategy to structure the Fundasaun Alola work with interactive participatory methodologies involving members of the key members from government, key Stakeholders, donors, Child Advocate Network, and women's network.

Specifically, the development of the Fundasaun Alola Strategic Plan for 2025–2029 should be focused on:

1. Monitoring and evaluation of the implementation of Fundasaun Alola programs specifically in the Maternal and Child Health program, Education, Advocacy Program, Economic Empowerment program, and also institutional.
2. Evaluation Advocacy on Women's and Child rights based on the issues prioritized by the Government such as the Secretary State of Promotion Equality (SEI), Ministry of Education (MoE), ministry of Health (MoH), Ministry of Social Services and inclusion (MSSI) and human rights conventions such as CEDAW and its Concluding observations and also Alola's internal evaluation from each program.
3. Facilitate Strategic Plan.
4. Enhancement of organizational development and management.
5. Capacity building of NGOs as members, networks, members of Child Advocate Network, and secretariat staff.

III. SCOPE OF WORK

The consultant is required to undertake the following key tasks, but not necessarily be limited to the following:

1. Undertake an initial desk review of the key issues identified above
2. Develop a proposed plan for the implementation of the process and drafting of the Strategic Plan
3. Facilitate *Fundasaun Alola* Strategic Plan participatory process, with staff, management, Board, and Advisory Council as well as key stakeholders
4. Plan and lead a consultative workshop with staff and management based on preliminary ideas of the structure and key content of the plan;
5. Draft the Strategic Plan 2025-2029 in English Language;
6. Review the Strategic Plan draft based on written comments provided by management and the Board and submit a final approved draft (identifying all the changes made based on the feedback);
7. Documentation of the processes used and outputs generated following the above-mentioned processes including summary notes/meeting minutes, consultation workshop plan, minutes, and the final report of the process, etc.

IV. TIMEFRAME

This consultancy will be implemented starting September 16th, 2024, and ending no later than November 15st, 2024.

It is expected the Consultant to work in the identified period with the deliverables inputs as follows.

| Timeline | Activity |
|--|--|
| Sept 16 th -20 th 2024 | Desk Review |
| Oct 01 st – Oct 11 th 2024 | Evaluation Meeting |
| October 21 st -25 th 2024 | Strategic Plan Workshop |
| November 6 th 2024 | Strategic Plan Preliminary Report submission |
| November 15 th 2024 | Final SP Report Submission |

VI. Methodology

The methodology of the strategic plan will be divided into two areas, such as:

1. Evaluation Meeting: involved stakeholders from Beneficiaries, Relevant ministries, partners, donors, staff and Board
2. Strategic plan workshop: involved staff, management, and board

Note: The details of the Methodology will be provided by consultant in approved by Board

The consultant will receive a lump sum payment at the end of the contract, based on the satisfactory delivery of outputs, for a total cost of US\$5600, including tax.

The Consultant shall be responsible for any costs associated with communication and logistics. No travel is anticipated outside the capital. Fundasaun Alola will not cover any cost related to international travel.

V. Qualifications and Experience of the Consultant

1. Relevant post graduate degree
2. More than 5-years' experience of strategic plan development, or similar works.
3. Experience in leading or supporting civil society organizations in Timor-Leste, or other development contexts

4. Experience of human rights/child rights, especially in the context of evaluation/assessment of the situation of children.
5. Experience in carrying out consultative research and working with multiple stakeholder groups.
6. Report writing, synthesis and analysis.
7. Sound understanding of development issues in Timor-Leste, particularly Gender Based violence, child rights, Education, Economic Empowerment and Maternal and Child Health.
8. Availability to deliver within the timeframe.
9. Speak English and Tetun. Knowledge of Portuguese is an added advantage
10. Open to nationals and internationals, with preference given to nationals.

How to Apply:

Please submit your applications with curriculum vitae with two references and other relevant supporting documents (*including academic qualifications*) before 23rd September 2024 to Human Resource Coordinator, Fundasaun Alola Office at Avenida Bispo de Medeiros, Mascarenhas-Dili, Timor-Leste (*Infront of the Policy Military Office*).

Women and disabilities are encouraged to apply.

Noted: ***Only Shortlisted will be directly contacted for the interview.***

For a copy of the Job descriptions, please Email:
(Human Resources Coordinator)
vaga@alolafoundation.org

Applications close 5pm 23rd September 2024.

Strong Women Strong Nation | Feto forte Nasaun Forte | Mulheres Forte Nação Fôrte