

TERMS OF REFERENCES

Assignment n°18SANIN142-01 – strategic planning component

I. General information

Assignment title	To support the formulation of NNPWE strategic plan 2018-2022
Component	HIV/AIDS
Thematic area	Governance
Beneficiary	National Network of Positive Women Ethiopia (NNPWE)
Country	Ethiopia
Durée totale des jours prévus	Strategic planning consultant (international) : 15 days OD and planning consultant (national) : 13 days

II. Background

The National Network of Positive Women Ethiopia (NNPWE) is a network of 29 PLHIV associations from all regions of Ethiopia. It is an indigenous, non-political, non-religious, non-profit humanitarian and development oriented organization working in Ethiopia for the improvement of the social, economic, and physical well-being of the PLHIV women in particular and the community in general. NNPWE was established in 2007.

NNPWE's vision is to see HIV/AIDS free society and empowered HIV positive women capable of leading and affirming their economic and social benefits.

NNPWE's mission is to tackle the spread of HIV/AIDS in Ethiopia and meet its challenges through enhancing the greater and meaningful involvement of HIV positive women at all levels by building the capacity of their associations, and making constructive engagement with the government of Ethiopia and its development partners.

NNPWE strategic goals 2015-2017 are the following :

- To enhance the competency of NNPWE so as to transform the organization to a gender and accountability responsive culture ;
- To sustain human resource, partnership and financial resources development ;
- To contribute to social and economic capacity improvement of targeted women and girls to make informed life decisions ;
- To enhance community's capacity to re-think their cultural norms and practices towards women and girls so as to condemn practices against women and girls empowerment.

NNPWE's current strategic plan is now outdated and needs to be updated for the period 2018-2022.

III. Objectives and results

1) General objective

The objective of the assignment is to support the formulation of the NNPWE strategic plan for the period 2018-2022

2) Specific objectives

The specific objectives are :

1. To provide NNPWE with methodological guidance on updating the last strategic plan to become their strategic plan 2018-2022 (e.g. supporting NNPWE in assessing the current context, opportunities and threat to be reflected in the strategic plan) ;
2. To produce the first and the final draft of the strategic plan 2018-2022
3. To facilitate a strategic plan validation workshop with NNPWE constituency.

3) Results

NNPWE's strategic plan 2018-2022 is drafted, validated by NNPWE's constituency and finalised.

IV. Assignment description

1) Planned activities

1. Assignment preparation.

Activities will include :

- Briefing call with NNPWE leadership team
- Coordination calls between international and national consultant
- Desk review of relevant documents
- Preparing interview schedule
- Planning meeting calendar

2. Key stakeholders interviews

Meetings with the relevant following stakeholders will be organised :

- NNPWE secretariat leadership team
- A selection of NNPWE PLHIV organisations. The sample should be representative of all regions in Ethiopia
- Ethiopia MOH / FAHPCO
- Ministry of Women and Children Affairs
- Country Coordinating Mechanism
- Foreign donors and partners : USAID, Global Fund country team, Project Hope, UNAIDS, UNICEF, CCRDA

3. Strategic plan – Draft 1 write-up

4. Preparing and facilitating NNPWE Strategic planning validation workshop

With strong NNPWE support, the 2 consultants will prepare and facilitate a 3-day strategic planning workshop with a selection of relevant stakeholders. The national consultant will take notes during the workshop to document the process, while the international consultant will facilitate the debates and ensure the document is validated. All logistical requirements will be dealt with by NNPWE team.

5. Integrating comments and producing a final draft

Further to a full review from NNPWE and their constituency, the consultants will integrate comments and finalise the strategic plan.

2) Expected deliverables

- Assignment report
- NNPWE strategic plan 2018-2022 with the following indicative content :
 1. Introduction
 2. HIV and Gender
 - 2.1 Global situation
 - 2.2 The Ethiopian situation
 3. HIV response
 - 3.1 National response
 - 3.2 Role of PLHIV associations
 - 3.3 Role of women living with HIV/AIDS
 - 3.4 SWOT analysis
 - 3.5 Justification / Rationale
 4. Vision, Mission, Goal and expected results
 5. Guiding principles
 6. Priority intervention areas
 7. Objectives, strategies and activities
 - 7.1 Objectives
 - 7.2 Implementaion strategies
 - 7.3 Illustrative activities
 8. Program management
 9. Monitoring and Evaluation
 10. Budget
 11. Implementation Framework

3) Coordination and practical information

The two consultants, international and national, will be required to work closely together as a team during the assignment, and to organize their joint schedule so as to deliver quality deliverables.

The consultants will be hosted by NNPWE which will provide desks, a printer and an internet connection. NNPWE will be able to provide a vehicle for all meetings within Addis Ababa.

Most logistical arrangements can be supported by NNPWE, including support in booking flights/hotels, scheduling of meetings, etc. NNPWE will be responsible for all logistical arrangements related to the strategic planning workshop.

Both consultants will visit the French Embassy before the end of the assignment to provide a debrief about the assignment.

V. Place, duration and implementation

- 1) **Provisionnal Start date** : September/October 2018
- 2) **Provisional End date** : October / November 2018
- 3) **Assignment duration** : 1 month
- 4) **Implementation** :

Consultant 1 (international) will work 15 days, of which 11 days will be based in Addis Ababa, Ethiopia, and 4 days will be working remotely for assignment preparation, as well as finalising the strategic plan and writing the assignment report.

Consultant 2 (national) will work 13 days, all of which will be based in Addis Ababa, Ethiopia.

- 5) **Planning** :

The indicative assignment calendar is as follows :

Activities description	Date	Place	Consultant 1 Duration	Consultant 2 Duration
1. Assignment preparation	September 2018	Remote	2 days	1 day
2. Key Stakeholders Interviews	September or October 2018	Addis Ababa	3 days	3 days
3. Strategic plan – Draft 1 production	September or October 2018	Addis Ababa	3 days	1 day
4. Workshop planning	September or October 2018	Addis Ababa	1 day	3 days
5. Conducting NNPWE Strategic planning workshop	September or October 2018	Addis Ababa	3 days	3 days (note taking)
6. Integrating comments and producing a final draft	October 2018	Remote	2 days	1 day

7. Writing up workshop report	October 2018	Remote	0 day	1 day
8. Writing up assignment report	October 2018	Remote	1 day	0 day
Total			15 days	13 days

VI. Expertise and personal specification

1) Number of consultants : 2

2) Consultant profiles :

Consultant 1 – International consultant -strategic planning

A. Skills and qualifications

- Advanced university degree in public health, international development, or a related field;
- Proven analytical skills
- An ability to write in a clear and concise manner; excellent English writing skills.
- Excellent interpersonal/diplomatic skills and ability to establish effective working relationships with people in a multi-cultural environment;
- Fluency in English (spoken and written) is compulsory.
- An ability to understand / speak Ahmaric is desirable.

B. General professional experience

- A minimum of 5 years' professional experience working in a senior position for a health-related network or organization in a developing country;
- Previous experience in strategic planning of a health-related civil society organization or network in a developing country, preferably in the HIV/AIDS sector ;

C. Specific professional experience

- The consultant must have a strong understanding of the role and responsibilities and added value of national PLHIV networks in the HIV/AIDS response ;
- Previous work experience in Ethiopia is desirable

Consultant 2 – National consultant – planning and organisational development

A. Skills and qualifications

- A degree in public health or organisational development is desirable.
- Excellent interpersonal/diplomatic skills and ability to establish effective working relationships with people.
- The national consultant must be bilingual in Ahmaric/English to ensure smooth communication between the international consultant and NNPWE members/constituency during the assignment. Both languages must be spoken and written fluently.

B. General professional experience

- A minimum of 10 years' professional experience working within an HIV/AIDS or sexual and reproductive health (SRH) civil society organization or network in Ethiopia;
- Strong understanding and knowledge of the Ethiopian HIV and civil society context
- Strategic planning experience will be a plus.

C. Specific professional experience

- The consultant must demonstrate a strong understanding of the roles and responsibilities and added value of national networks, preferably in the HIV/AIDS sector.
- Previous experience in strategic planning of a health-related civil society organization or network in a developing country, preferably in the HIV/AIDS sector
- Previous work experience in Ethiopia and strong understanding of the country context and of Ethiopian civil society positioning in the national landscape.

VII. Assignment report

In addition to the deliverables mentioned above, a final report is due at the end of the mission within 20 days of return from the assignment.

Language of the report: English.

Report terms: report will be sent by email to Expertise France.

VIII. Monitoring and evaluation

Performance indicators

Deliverables	Immediate results	Intermediary results	Sources of verification
NNPWE strategic plan 2018-2022 is drafted, validated and finalised	NNPWE strategic plan 2018-2022 is circulated to all NNPWE members and external stakeholders	NNPWE and its members are able to align their operations on the strategy and to mobilise additional resources	The Strategic plan document