

TERMS OF REFERENCE
Strategic Plan Consultant
to develop CHEC 3-year Strategic Plan 2019-2022

I. BACKGROUND:

Cambodian HIV/AIDS Education and Care (CHEC) is a local NGO grew out from the training project of the Quaker Service Australia (QSA) in 2001.

CHEC is a well-established organization that has gained considerable expertise in the field of community development. Since 2001, not only has CHEC consistently worked to support people with HIV and AIDS, but it has also employed considerable resources to develop campaigns that sustain in and out-of-school youth, GBV victims, People living with HIV and AIDS and vulnerable children.

CHEC is the first organization to leads the initiative of linking GBV and HIV services. The current strategy is focusing promoting community engagement toward achieve sustainable solutions that address social and health challenges within their communities, through supporting vulnerable group, including women, children GBV survivors, and people living with HIV and youth.

Current CHEC's Strategic Plan covers from 2016-2019 with focusing on six main working areas:

1. The community and local authority recognize youth as the most importance resource in local good governance in 4 districts.
2. Safe communities in which female and male of all ages live in peace and in harmony in 4 districts
3. Improved nutritious status of mother and child health in 3 districts in Cambodia.
4. Vulnerable households of people living with HIV/AIDS in 5 districts will be healthy and increased income or a stronger and more sustainable domestic response to HIV and AIDS through increased investment by Commune Councils
5. Trusted and healthy relationships are built among duty bearers and right holders in 4 districts
6. (Enabling strategy) CHEC is more accountable and sustainable

II. OBJECTIVES:

This consultancy need is aimed:

- To develop CHEC's Strategic Plan (2019-2022). This strategic plan is included Operational Plan, Monitoring & Evaluation (M&E) Plan and Costing Plan.

III. EXPECTED OUTPUTS:

The expected outputs of this consultancy are listed as follows:

- Conducted CHEC's SWOT analysis;
- Identified the need by the civil society organization, stakeholders, and development partners
- Organized two day consultative workshop among CHEC partners to get feedback on draft plan
- Organized one day validation workshop with stakeholders to get feedback on draft plan
- Developed a 3-year Strategic Plan (2019-2022). This strategic plan is included Operational Plan, M&E plan and Costing Plan.

IV. KEY ROLES AND RESPONSIBILITIES:

The successful candidate will perform the following roles and responsibilities:

- Develop methodology and timeframe of the assignment;
- Organize meeting with CHEC Management Team
- Conduct desk review of related documentation;
- Conduct key informant interviews with CHEC staff, Board of Directors, Partners, key stakeholders, including government, and development partners
- Present preliminary findings to CHEC Management Team
- Organize one day consultative meeting among CHEC Partners and stakeholders to get final comment
- Review CHEC organizational structure for fitting to the revised CHEC's Strategic Plan
- Develop 3-year strategic plan, including operational plan, M&E plan and Costing Plan
- Produce final progress report and submit to CHEC Director for approval

V. QUALIFICATIONS AND EXPERIENCE REQUIRED:

The minimum qualifications and experience required are:

- Master or doctorate in public health or another relevant field.
- Minimum 5 years work experience in reviewing and developing strategic plan
- Broad knowledge of health and in the context of the public and NGOs work
- Sound understanding and application of development management or strategic planning concepts, methodologies and tools
- Excellent interpersonal, communication, presentation and writing skills required.

VI. TIMEFRAME:

The consultancy assignment is expected to start in last week of August 2018,

VII. DOCUMENT NEEDS FOR APPLICATION:

- Cover letter and CV
- Propose plan to perform the consultancy's assignment (This should be included activities; methodologies and time frame)
- Propose on details consultant's fee.