

# **International Action for Burundian Diaspora (IABD)**

” A well - organized diaspora to respond effectively to the development needs of their country of origin”

Terms of reference for consultancy to facilitate development of a Strategic planning for IABD and Operationalizing Strategy for its structure

## **Organization background**

International Action for Burundian Diaspora (IABD) is a non-profit worldwide Diaspora organisation; IABD is composed with country member organisations and other individual organisations working for Burundi and managed by Burundians or friends of Burundi. IABD was established in June 2012 with mission to advocate for and make sure that Diaspora’s interests are fairly defended, encourage and give technical support to country members and individual Diaspora organizations, facilitate the transfer of knowledge and engage in development of Burundi. In order to capitalize on the organization’s perceived strengths to successfully address its priority areas, it appears important to organize IABD into an overall strategy with a specific timeline and thematic coverage.

IABD hence, intends to concurrently start the process of developing the strategic framework for its programming for the years 2014 – 2017 and also concurrently develop its Operational Strategy.

International Action for Burundian Diaspora (IABD) is organizing its 1<sup>st</sup> Conference as a legally known and registered organisation in Oslo, Norway from 20 – 21 June 2013. It is also planned that the consultant will participate in all conference activities in order to contextualize the organization.

## **Strategic Plan (2014 - 2017)**

The 3-years Strategic Plan will define the broad outline of the opportunities presented to IABD as an organization, determine the organization’s fit with these opportunities and define priorities to be addressed during the programming triennial programmatic framework. IABD will work closely with the Burundian Government and Ministry of Foreign Affairs and International Cooperation to contribute to the CSLPII (Poverty Reduction Strategy II) and Burundi vision 2025. The Scope of this Terms of Reference in henceforth extended to include design and Operational Planning Workshop with the stakeholders involved in the IABDs strategy.

## **Operational Plan (2014 - 2017)**

*The new operational plan will have to be in consistency with the IABDs STATUTS, Internal rules and regulations, Codes of ethics and management structure.*

The Operational Plan will address the technical, organisational and institutional issues that are required, in order to achieve the targets set by IABD.

The IABDs structure will feature prominently in the strategy and detailed plans for its immediate roll-out and operationalization (structure, functions and management) are expected to be one output from the workshop. A special consideration should be put on the aspiration of IABDs member organizations to be a model structure, but also assume a support function for its new members worldwide.

The principal role of the IABD as network organization is to:

- Facilitate the transfer of knowledge
- Help and support initiated local organizations
- Levering the playing field for diaspora action in Burundi
- Learn from and preserve the greater diversity that compose the network
- Initiate and facilitate best practices exchange between members
- Influence government and legislators' decisions in favor of Diaspora
- Advocate for and make sure that Diaspora's interests are fairly defended
- Encourage and give technical support to country members and individual Diaspora organizations

As part of its endeavours to be a competent and functional organization and achieve its mission, IABD seeks an experienced and competent consultant to design and facilitate the strategy and priority setting workshop, development of the strategic plan and the IABD Operational Plan.

### **Objectives**

The objective of this consultancy is to facilitate a strategic planning and priority setting workshop and to synthesize the proceedings into a three year strategic and Operational plan for IABD. The Operational Plan will highlight and emphasize themes of common interest to the Burundian Government and Ministry of Foreign Affairs and International Cooperation and IABD.

### **Workshop objectives**

The overall objective of the workshop is to bring together IABDs stakeholders and other relevant partners to develop a detailed plan that will govern all functions (technical, institutional and managerial) of the IABD.

### **Specific objectives:**

1. Formulate the rationale, objectives and expected outputs of the organization
2. Formulate a strategy that will guide implementation of the organization with broad activities for achieving the desired outputs
3. Identify principle partners for successful implementation of the IABDs objectives
4. Identify organization thematic areas that will guide the priority setting exercise
5. Define detailed priorities of the organization
6. Draft a detailed strategic implementation plan

### **Scope of work**

The current assignment will be implemented during IABDs upcoming annual international Conference taking place in Oslo, Norway from 20 – 21 June 2013.

The facilitator, in consultation with the IABD Management will prepare the workshop organization, facilitate the workshop and produce workshop documentation for the Operational Plan of the IABD. The workshop will be held in a (i) half day session, (ii) Design and acceptance of the key components of the operational plan (human resources, financial requirements, risk assessment and mitigation strategy, Estimate of the project lifespan, sustainability and exit strategy)

### **Specific tasks are:**

- a) Design a process for developing IABD strategic Plan
- b) Agree on Strategic Priorities for IABD activities
- c) Design a workshop process to generate agreed outputs for the Operational Plan
- d) Provide a pertinence mapping document for the identified stakeholders
- e) Work with IABD Management to develop working document(s)
- f) Develop and facilitate the workshop program
- g) Document the proceedings and prepare an edited workshop report
- h) Produce a three-year operational plan for the IABD after the workshop
- i) Produce a document detailing themes and priorities of the IABD operationalization

### **Time span**

The contract will take place over 4 days from 19 - 22 June 2013. The preparation of the strategic plan will include following in the IABD s Board meeting (19.06.13) and General Assembly (22.06.13) and finally participating in the conference (20-21.06.13). The consultant will be expected to engage with the organization manager (IABD) and the chairman of the conference organization group for at least 1 day prior to the conference.

### **Reports and Schedule of Deliveries**

The medium of communication for the assignment shall be English. The consultant will produce documents in both electronic and hard copy formats, as Microsoft Word documents, and submit them to the IABD manager. Three hard copies and an electronic version of the final reports, in colour, will be submitted at the completion of the assignment.

The consultant will produce the conference and workshop report for specific tasks to not later than Friday 12<sup>th</sup> July 2013. Documents defined in specific tasks will be submitted not later than Friday 2<sup>nd</sup> August 2013.

### **Responsibilities of IABD**

- IABDs Management will be the contact person for the duration of the assignment. He will also provide relevant background documents among IABDs reports.
- Liaison and assistance in communicating with stakeholders.
- IABD shall provide financial compensation for this assignment.

### **Expertise**

A lead consultant who will be experienced in strategic planning, formulation and Diaspora management will be hired to lead the process. The consultant will be expected to deliver on IABD's expectations. The successful bidder will have a minimum of a master's degree in a relevant field and at least five years of professional experience in strategic planning and management. IABD, therefore, invites qualified individual consultants with the required expertise and experience to bid for the consultancy described in these terms of reference.

### **Procedures for Submission of Expression of Interest**

Interested applicants should submit their technical and financial proposals, curriculum vitae, and statement of capability by Friday 08<sup>th</sup> June 2013 Meridian time to the following recipient:

#### **IABD President,**

International Action for Burundian Diaspora (IABD)

Dysjalsandsvegen 12C, 4360 Varhaug - Norway

E-mail: [bdi.diaspora@gmail.com](mailto:bdi.diaspora@gmail.com) and Website : [www.burundi-diaspora.org](http://www.burundi-diaspora.org)