



## Consultancy Terms of Reference CHS Alliance Strategy Support

**Consultancy Purpose :** To support the CHS Alliance in the development of the updated Strategy 2022 – 2025

**Reports to:** Executive Director, working with a core team in the CHS Alliance

**Timeframe:** The consultant will be expected to be available for up to 35 Days from beginning of September until end of December. This figure is estimated as an average of 2 days per week.

### **Background:**

The current strategic period of the CHS Alliance is coming to an end. It is developing its new Strategy to guide its work through its next chapter, 2022– 2025. Due to recent staff changes, CHS Alliance is seeking additional support for this process, working with a core team in the Alliance, as well as the support of a Strategic Advisory Group from its Board.

### **Role and Responsibilities**

The consultant will play a key coordination and support role and have the following responsibilities:

**Overall Process Planning and Coordination:** The Consultant will work with CHS Alliance core team and also with the Board Strategic Advisory Group to finalise the strategy processes. Specifically, they will:

- a) Ensure the implementation of the workplan according to the established timeframe
- b) Keep the Alliance core team informed of any delays and suggest modifications to the workplan if necessary
- c) Support the engagement of the Board Strategy Advisory group and wider CHS Alliance team

**Supporting the Consultation processes -** A consultation period with CHS Alliance members and partners (including key stakeholders working on quality and accountability and donors) will be conducted in September and October. The consultant is expected to assist with the coordination of the following activities:

- d) Arrange a number of round table discussions in October. The consultant will be expected to
  - Lead on the invites and preparation for these meetings



- Attend and support with facilitation as required
  - Capture key discussions and learning from the meetings.
- e) Coordinate interviews with key stakeholders.
- Following up scheduling
  - Support the interview process
  - Capture the learning from the interviews.

### Managing the data and drafting with the core CHS Alliance team

The consultant will collate and analyse the key learning and inputs from interviews, roundtables and the online survey, for the core team to review.

During November and December, the consultant will support the CHSA core team on the drafting and editing of the new Strategy and organising the process for its design.

### Person specifications

#### Required:

- Excellent organisational / communication skills
- Good writing skills in plain English
- Previous experience of working on strategy development
- Tech Savviness: The candidate does not need any formal qualifications, but must feel comfortable in an online office environment (e.g. Office 365, MS Teams, Zoom)
- Flexibility in availability (i.e. some weeks may require more than two days, while some weeks may require less time)

#### Desired:

- Leading strategy review processes
- Experience in online facilitation
- Knowledge of the humanitarian sector
- Knowledge of the CHS

All consultants need to abide by the CHS Alliance Code of conduct, safeguarding policy and data protection policy.<sup>1</sup>

---

<sup>1</sup> These policies will be shared for signature with the successful candidate