

## **CALL FOR SUBMISSIONS**

### **Development of PASGR's Strategic Plan 2018-2022**

#### **Background**

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan pan-African not-for-profit organisation established in 2011 and located in Nairobi, Kenya. PASGR's vision is a 'vibrant African social science community addressing the continent's public policy issues'. PASGR seeks excellence in social science research for public policy. In partnership with individual academics and researchers, higher education institutions, research think tanks, civil society organisations, business and policy communities both in the region and internationally, PASGR supports the production and dissemination of policy relevant research; designs and delivers suites of short professional development courses for researchers and policy actors; and facilitates the development of collaborative higher education programmes such as the Master of Research and Public Policy (MRPP) offered in thirteen universities in seven African countries.

Between 2014 and 2018, PASGR's institutional directions, vision, mission, programmes and activities were guided by its strategic plan "Public Policy: 2014-2018 Strategic Plan" (see <http://bit.ly/2iWh0XM> for PDF version). As we approach the closing stages of the current strategic plan period, we would like to review the 2014-2018 plan and prepare a new strategic one for the period 2018-2022.

#### **Overview of the Task**

We are seeking the services of a professional resource person/s to facilitate and help us develop PASGR's 2018-2022 strategic plan. The resource person/s, working closely with the Executive Director's office, Communication Officer and Heads of Programmes, will interactively consult, research, facilitate meetings, write and edit the text of the strategy document. The resource person will also work closely with a PASGR-approved graphic designer to prepare the final copy for production, including developing concepts for the overall look and feel of the publication in line with PASGR branding standards. The goal is to have a final working draft completed by March 29, 2018 for presentation to the Board of Directors' meeting scheduled for mid-April, 2018.

The Strategy Document will cover the following aspects:

1. Description of PASGR, situated in the context within which the organisation operates.
2. Review of the Strategic Plan 2014-2018 in terms of accomplishments and challenges.

3. Vision, mission and pillars of PASGR's operations: excellence, partnerships, innovation and relevance for public policy.
4. Details of strategy for each programme, incorporating monitoring and evaluation as well as gender considerations.

### **Approach and Timeline**

The resource person/s will be expected to use a mixed-method approach, integrating quantitative and qualitative information, including in-depth interviews with the Board members, heads of partner institutions, students and trainees of PASGR programmes, representatives of funding partners, PASGR's staff, the Executive Director and Heads of Programmes and other stakeholders. The resource person/s will also review PASGR's programme documents, Annual Reviews, Independent External Reviews, publications and other related materials in order to get a sense of the evolution and direction of the organization. Subsequent to selection, and after initial meetings with PASGR staff, the resource person/s will provide a detailed work plan and outline of the Document that includes a brief on how each section will be approached, for approval by PASGR's Executive Director and Management Team. This should be provided prior to commencement of detailed work. PASGR will provide access to all relevant documents and other information sources available in-house.

It is expected that the interim draft Strategy Document will be submitted to the Board at its mid-April 2018 meeting. With this in mind, the following timeline is envisioned:

- Submission and presentation of Document outline – by January 19, 2018
- Consultations, Meetings and Interviews- January 24-February 27, 2018
- Interim Document presentation – by March 15, 2018
- Submission of draft final Document for presentation to the Board – by March 29, 2018
- Submission of final Document factoring feedback received from Board meeting – by April 30, 2018
- Proofreading final graphic designer layouts – by May 15, 2018
- Submission of final approved and laid out copy for commercial printing – by May 30, 2018

### **Qualification and Experience**

PASGR seeks experienced professionals with a background in facilitating the preparation, consultations and production of institutional strategy documents for research, training and

advocacy networks and institutions. The resource persons should fulfil the following qualifications:

1. Education: advanced degree in business, the social sciences, law or related disciplines;
2. Minimum of 5 years of working experience in the field of strategic and business development, for NGOS, research and training networks and institutions;
3. Good understanding of the changing contexts of research, training and higher education delivery institutions;
4. Experience with Pan-African and/or other regional networks and institutions;
5. Good communication skills (listening and facilitative);
6. Proven ability to draft clear, concise and accurate reports in English that address a wide range of stakeholders in higher education, research and training networks;
7. Applications from resource persons who are resident/based in Africa are preferred.

### **Fees and Payments**

Payment for the assignment will cover professional fees. The resource person/s will report directly to PASGR's Executive Director and the project management team.

### **How to Apply**

Interested applicant(s) are invited to submit an Expression of Interest (EOI) including the following:

1. Detailed CV including countries where you have worked
2. A 3-page 'Expression of Interest' that provides information on:
  - a. Previous work on facilitating and producing strategy documents;
  - b. A brief statement of work plan;
  - c. Most recent daily consultation rate;
  - d. 2 references from previous assignments; and,
  - e. At least one sample of previous work.

All applications should be sent to PASGR via email - [info@pasgr.org](mailto:info@pasgr.org) - by Tuesday, **December 31, 2017, 0000Hrs East Africa time**. Quote "EOI – PASGR Strategy Document 2018-2022" in the subject line of your email.

Successful applicants will be notified by **Tuesday, January 9, 2018** and given further guidelines on the assignment.

Female resource persons are encouraged to apply.