

JOB VACANCY ANNOUNCEMENT

Transparency Maldives is a non-partisan organization that promotes collaboration, awareness and other initiatives to improve governance and eliminate corruption from the daily lives of people. Our organization is the National Contact of Transparency International (TI) in the Maldives. For more information about TM please visit www.transparencymaldives.org.

Consultant – Strategic Planning

Position Summary: The Consultant will be in charge of reviewing current policies and strategies of TM, set out clear objectives for a new strategic plan and develop a 03-year strategic action plan along with an appropriate organizational structure based on these objectives.

Key Qualifications:

- I. Post-graduate degree in Social Sciences
- II. Minimum of 10 years experience in organisational and change management
- III. Significant high level experience within an NGO, at senior management level and/ or as a high level consultant
- IV. Experience in leading or providing high level consultancy services to strategic planning in an international NGO
- V. Experience in working across cultures
- VI. Highly motivated and committed to the values of transparency and integrity
- VII. Knowledge of TI an advantage
- VIII. Fluency in English (written and spoken)
- IX. Demonstrated analytical, facilitating and writing skills
- X. Proven experience with organisational development of NGOs

Duration: 90 days.

Deliverables:

- A. Undertake an organizational assessment and improve the organizational structure and processes to ensure effective implementation of the strategic plan and work plan.
 - i. Use the Capacity Assessment Tool (CAT) developed by TI, in collaboration with the Senior Programme Coordinator for South Asia, and identify the gaps between accepted standards and practice, and suggest a strategy to address these gaps.

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- ii. Review the organizational processes and decision making structure and make recommendations to improve the overall effectiveness of the organization.
 - iii. Review the organization and program monitoring system and suggest a pragmatic monitoring system that strengthens TM's engagement in integrity and anticorruption work.
- B. Accompany TM's Executive Director and staff in developing and refining the strategic planning process and the final document being prepared. This activity will involve the following:
- i. Hold consultative meetings with TM staff and board of directors; review the organizational structure and decision-making processes and current monitoring and evaluation practices of Transparency Maldives.
 - ii. Consult with relevant external stakeholders to determine areas, that TM as an anti-corruption organization, should focus on.
 - iii. Develop, based on the findings of the above meetings,
 - a) a set of draft recommendations to improve the current practices of TM,
 - b) a strategic action plan, identifying key areas of work (focus areas), indicators to measure progress, theory of change and implementation strategy,
 - c) a 03 year work plan,
 - d) a detailed work plan for the first year along with an estimation of required resources (personal and financial), and
 - e) an appropriate organizational structure to achieve the goals identified in the action plan.
 - iv. Review the above documents with TM staff and board of Directors and make necessary changes.
 - v. If necessary, consult with relevant external stakeholders to obtain any additional needed for the plan.
 - vi. Finalise and submit the documents to the Executive Director of TM.

Other support (ongoing until December 2011):

While the Strategic Action Plan will be completed by the end of August, a number of issues will inevitably arise which will require further thought and follow-up actions beyond this date. The consultant will provide support on an on-going basis to these, as required.

Remuneration: Euro 3,000

Start date: ASAP

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How to apply:

Applications (in English) must be sent by email to thoriq.hamid@transparencymaldives.org by close of business on 28th May 2011, and contain the following elements:

- A cover letter outlining motivation and summarising relevant experience and contact details
- Suggestions for modifying the envisaged approach to the consultancy in order to deliver more effectively (if appropriate)
- Curriculum Vitae with full description of the applicant's profile and experience
- Contact details for at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience