



SHORT-TERM TECHNICAL EXPERT ON TECHNICAL ADVISOR ON STRATEGY AND ORGANIZATIONAL DEVELOPMENT

TERMS OF REFERENCE

1 BACKGROUND

The East African Business Council (EABC) is the umbrella body of the Private Sector in the East African Community (EAC). It brings together national private sector umbrella bodies, manufacturers, employers, bankers, insurance and transporters associations, chambers of commerce, corporates, and medium and small enterprises from the entire East African region. The current membership number stands at 172.

EABC's mandate is to represent and promote the interests of the EAC business community, provide value-added services that enhance trade and competitiveness, and to participate actively and positively influence legal and regulatory formulation to improve the business environment. EABC works with the major stakeholders such as the EAC Secretariat, Organs, Institutions and National Governments and provides input in policy discussion while advocating for implementation of resolutions at the national level aimed at increasing intra-regional trade.

As part of this programming, EABC's seeks to fast-track policy change in the EAC Integration process, monitor key challenges in the East African policy environment and develop private sector policy positions and facilitate evidence-based advocacy that is beneficial to the competitiveness of the business community in East Africa.

To realise these outcomes, EABC seeks to recruit a **Technical Expert on Strategy and Organizational Development** for **Sixty (60) days** to provide core programmatic support, enhance programme implementation and delivery of results.

2 OBJECTIVES

The objectives of this assignment are;

1. Acquaint oneself with the history, vision and mission, and recent work of EABC including meetings with relevant staff/ board members, as well as a review of the previous strategic plans and other related materials (e.g. EABC annual activity and project reports). Vetting of the current strategic plan and data already collected.
2. Evaluation of Stakeholder Survey input
3. Facilitation of EABC self-assessment; Output: Overview of results from assessment of organizational capacity, and of strengths/ weaknesses/ opportunities and threats
4. Using the Organisational Capacity Assessment Tool (OCAT) identify the gaps and suggest a strategy to fill the gaps.
5. Review the organizational processes and decision-making structure to recommend required changes to improve effectiveness.
6. Develop key strategic objectives (using Theory of change and Results chain models), operational approaches, and high-level indicators for success;

7. Development and consultation of a draft 5-year Strategic Plan
8. Develop Strategic plan, work plan for EABC 2017-2023
9. Develop Organization development plan for EABC 2017-2019 with a recommended structure and processes for sustained engagement in Policy Advocacy - at local, national, and international level, Membership services - information, advisory services, and consulting and Network relations - between members and with society as a whole. Terms of references for all key staff positions, organogram, communication system & lines of command
10. Identify approaches to mainstreaming EABC efforts, key sectors of engagement with risk analysis and prioritization, main approaches and sectors focus areas.
11. Resource mobilization plan for executing the work plan for (2017-2023) and beyond. Creative and innovative approaches to less mainstream donor dependent will be needed.

3 RECIPIENTS

The East African Business Council and Trademark East Africa (TMEA)

4 SCOPE OF WORK

The Technical Expert will work in partnership with EABC and its Focal points in all the EAC countries and South Sudan. The main activities include;

Working with EABC Executive Director, programme staff and members to familiarize themselves with the history, vision and mission, and recent work of EABC including meetings with relevant staff/ board members, Partners as well as a review of the previous strategic plans and other related materials (e.g. EABC annual activity and project reports). Thereafter, the expert will develop key strategic objectives (using Theory of change and Results chain models), operational approaches, and high-level indicators for success and finally develop a strategic plan and work plan for EABC 2017-2023.

The Technical Expert also carry out an organizational capacity assessment and identify the gaps and suggest a strategy to fill the gaps and Develop Organization development plan for EABC 2017-2019 with a proposed structure and processes for sustained engagement in Policy Advocacy, Membership services, and Network Relations.

5 DELIVERABLES

The key deliverables include:

- 60 days' work Plan with supporting budgets.
- Monthly narrative and financial reports submitted within five days of end month detailing the overall programmatic work; activities, and outcomes as per TMEA's reporting template.
- End of term contract report detailing the overall programmatic work; activities and results as per TMEA's reporting template and the EABC Strategic plan, work plan for 2017-2023 and Organization development plan for 2017-2019.

6 TIMELINE

The assignment should take a total of **60 days spread over the months of June to September 2016.**

7 REPORTING LINES

Technical Expert will report to the Executive Director, EABC, and Director, Business Environment TMEA.

8 QUALIFICATIONS

A suitable candidate should hold the following qualifications and key competencies. Suitable consultancy firms may also submit their applications with CVs of qualified personnel.

- a) **Academic and Professional Experience:** An advanced university degree in Strategy, Economics, Social Sciences, International Trade, International Trade Law and or policy or any other relevant field is required. A first degree in combination with five years and above qualifying experience will be considered in place of an advanced degree.
- b) **Work Experience:** A minimum of five (5) years' experience in Strategy and Organizational Development. Experience in Business Membership Organisations; and knowledge of Private Sector and regional integration would be critical assets
- c) **Strategy and Organizational Development:** Requisite skills in Strategy and Organizational Development. This must be complemented by robust analytical skills to prepare Strategic plan, work plan and Organization development plan for EABC
- d) **Communication and Networking:** Ability to speak and write clearly and in a persuasive and compelling manner. Additionally, one must be able to identify key stakeholders; seek their views, correctly interpret their messages and respond appropriately.
- e) **Teamwork:** Working collaboratively with colleagues to achieve project and organisational goals and ability to work in a multinational environment with diverse groups of stakeholders.
- f) **Languages:** Fluency in oral and written English is required as it is the main EAC working language. Good working knowledge of French and Kiswahili will be an advantage.
- g) **Additional Skills:** Excellent computer skills (Microsoft Office (Word, PowerPoint, Excel), Email, analytical tools/software for data analysis, experience in working with internet searches, online databases, and data retrieval) are required.
- h) **Nationality:** The position is only open to International and nationals and residents of any of the EAC Partner States, Burundi, Kenya, Rwanda, Tanzania, Uganda and South Sudan.

Applicants should submit a Technical and financial proposal in line with the Terms of Reference below, List of previous assignments accomplished and Curriculum Vitae with email, telephone contacts and three referees.

The applications should be sent via email to procurement@eabc-online.com to reach EABC by 7th June 2016. Only applicants who meet the selection criteria are shortlisted will be contacted.

EABC is an equal opportunity employer thus recruitment is on merit and with no regard to one's age, colour, gender, marital status, disability or impairment, race or creed. Hence, canvassing shall lead to automatic disqualification.