

Terms of Reference – Consultancy

Strategic Plan 2023-2027

End Female Genital Mutilation European Network

1. End FGM European Network

The End FGM European Network (End FGM EU) is an umbrella network of 32 national organisations working in 15 European countries and who are expert on Female Genital Mutilation (FGM). End FGM EU operates as a meeting ground for communities, civil society organisations, decision-makers and other relevant actors at European level to interact, cooperate and join forces to end all forms of FGM in Europe and beyond. We put at the heart of our work grassroots voices to influence European governments and policymakers to work towards the elimination of FGM. We build our members' capacity, offer spaces to share expertise and develop partnerships.

While being dedicated to being the driving force of the European movement to end FGM, we are equally committed to build bridges and cooperation with all relevant actors in the field of FGM both in Europe and globally. In this sense, we actively promote and foster cooperation between the European movement and movements in other regions of the world

The team currently consists of five full-time staff. End FGM EU is funded by an operating grant from the European Commission, membership fees, grants from Wallace Global Fund and Sigrid Rausing Trust.

2. Previous End FGM EU Strategic Plans

Since its establishment, the End FGM European Network has implemented 2 Strategic Plans: a three-years strategic plan between 2015 and 2017, and a five-years strategic plan between 2018 and 2022.

The most recent Strategic plan was developed over a 12- month period, based on consultation and discussion with network members and facilitated by a consultant. The strategic plan prioritises 3 main areas:

- Ensure a European, coordinated and human rights based and child focused approach to end FGM;
- Build bridges between relevant actors and countries to end FGM;
- Strengthen the European movement to end FGM;

In 2018, the Network developed a multiannual Monitoring & Evaluation (M&E) framework to monitor the impact of its work and ensure that all its activities are measured against the advancement of the Strategic Plan, and that they are aligned with, and driven by the plan. In addition, in 2020 a Mid-term review of the 2018-2022 Strategic Plan was conducted.

3. Purpose and scope of assignment

End FGM EU is seeking for a consultant to facilitate the strategic planning development process to take place in 2022. The strategic plan 2023-2027 has to be finalised by the end of 2022.

The secretariat, Board, members as well as Ambassadors will play an active role throughout the process. Therefore, we expect that the consultant's role will mainly consist of developing and facilitating a participative process for input for the upcoming strategic plan and drafting the document. Furthermore, ideally the consultant would also support the development & drafting of the Monitoring and Evaluation Framework (M&E) in early 2023 after the adoption of the Strategic Plan.

The consultant will propose a process and agree to the various steps with End FGM EU. These can include:

- Written questionnaires
- Online interviews with key people
- Focus group interviews
- Facilitating a 1-day workshop in Brussels; in early/mid-June (mandatory)
- Drafting the strategic plan
- Integrating the feedback given to the strategic plan
- Providing strategic advice on challenging issues.

In consideration of the above, End FGM EU is seeking to receive proposals from consultants with strong expertise in strategic planning – particularly for European non-profit networks – on how to frame this process. The proposal should take into account the indications provided with regard to the consultant's role, but should also:

- outline elements of the process preceding and following the 1-day workshop
- take into account the current strategic plan
- enable the active involvement of the membership.

4. Expected Deliverables

The service will be considered completed upon successful accomplishment of a written five-years Strategic Plan 2023-2027 with specific Priorities and Strategic Objectives.

5. Timeframe

The assignment shall start on the day of the last signature of the contract and the Strategic Plan shall be completed **by the 15 of November 2022**. The development of the Monitoring & Evaluation Framework should happen in the first quarter of 2023.

6. Eligibility criteria

End FGM EU is seeking proposals from individuals with proven successful experience in Strategy Development Processes and Planning and in the design of Strategic Plans particularly for European non-profit networks.

Knowledge and experience in one or more of the following areas is considered essential:

- Organisational Management skills with experience in conducting organisational reviews;
- Experience in Planning, Budgeting, Programme and Strategy Development Processes;
- Excellent analytical and report writing skills;

- Knowledge of the EU non-profit sector;
- Expertise in evaluating impact of NGOs;
- Expertise in working with membership organisations;
- Knowledge of EU institutions and decision and policy-making processes;

Knowledge and experience in designing Strategic Plans for organisations working in the field of women rights and/or violence against women (VAW) is an asset.

The applicant must not have any personal or capital involvement with End FGM EU.

Language requirements

Applicants must be proficient in English, particularly in writing.

Selection procedure

Participation in this procedure is open on equal terms to all natural and legal persons fulfilling the abovementioned eligibility criteria and language requirements.

The selection will be done based on expertise (75%) and price (25%).

All applicants will receive acknowledgement of receipt of their proposal and will be informed of the outcomes of the selection process by email within seven working days following the deadline date.

7. Proposal submission

To be considered for this service, the applicant with the required profile shall submit the following documents in English:

- CV
- Cover letter including proposal, detailed budget & examples of similar previous work
- 2 references with full contact details

The proposal needs be submitted electronically in English addressed to Mereb Habte at mhabte@endfgm.eu by the 3rd of March 2022.

In case of any queries, please address them to mhabte@endfgm.eu.