

CALL FOR APPLICATIONS DEVELOPMENT OF FEMCOM/COMFWB 2021-2024 MEDIUM TERM STRATEGIC PLAN

BACKGROUND

The COMESA Federation of National Associations of Women in Business (FEMCOM/COMFWB) is a COMESA Institution based in Lilongwe Malawi. FEMCOM/COMFWB was established by COMESA in recognition of the fact that regional economic integration cannot be achieved if women in economic enterprise were left out. FEMCOM/COMFWB champions the improvement of the economic conditions of women in the Member States in order to achieve their full and equal participation in their national economies.

FEMCOM/COMFWB's distinct niche is to play a facilitative, coordinative, and catalytic role thus creating an enabling environment for women's enterprises to thrive within COMESA and beyond. In this respect, it acts as a forum for the exchange of ideas and experiences among women in economic enterprises. FEMCOM/COMFWB is designed to be instrumental in encouraging and facilitating the setting up of enterprises owned by women, promoting the expansion of existing enterprises through measures that address their needs for technical assistance and training, access to credit, export promotion market research and investment opportunities.

The FEMCOM/COMFWB Board and AGM approved the development of its 2021-2025 Medium Term Strategy to replace its current medium terms Strategic Plan 2016-2020.

PURPOSE AND OBJECTIVE

FEMCOM seeks to engage a consultant to conduct background assessments and facilitate the development of a Medium-Term Strategic plan for the period 2020-2025.

SPECIFIC OBJECTIVES

1. Plan and facilitate a two-day workshop with FEMCOM Secretariat Staff
2. Assess and analyze FEMCOM's internal environment
3. Assess FEMCOM's external environment and stakeholders
4. Facilitate the revision of the mission and vision statement as well as core values
5. Synthesize results and identify strategic opportunities
6. Analyze potential Risk factors as advised by the internal audit review

7. Draft and finalize FEMCOM/COMFWB's strategic plan 2021-2025

SCOPE AND FOCUS OF THE ASSIGNMENT

The scope and focus of the assignment is to provide technical and strategic facilitation support to enable the renewal / development of FEMCOM/COMFWB's Medium Term Strategic Plan. After an initial document review, the consultant will develop a work plan to guide the assessment.

The consultant will conduct a thorough but focused assessment of FEMCOM/COMFWB's strengths and weaknesses, as well as external opportunities and threats, with a view of identifying appropriate strategic options for 2021-2025 operational period.

The assessment will include review and align with relevant documents, in particular FEMCOM/ COMFWB's current vision and mission statements, key project documents, SP of FEMCOM/COMFWB Chapters and the MTSP of COMESA Secretariat.

The consultant in collaboration with FEMCOM/COMFWB secretariat will make use of participatory processes to facilitate critical reflection by FEMCOM/COMFWB staff members and stakeholders. As such, the consultant will be expected to provide for active and meaningful engagement of FEMCOM/COMFWB Secretariat, National Chapters, Board members and other relevant stakeholders to attend the strategic planning workshop.

All data and the results of the workshop will be consolidated into a draft and finalized Medium Term Strategic Plan.

EXPERTISE / REQUIRED QUALIFICATION AND EXPERIENCE

The ideal consultant will have knowledge of and/or proven expertise in:

1. Development of Strategic planning
2. Entrepreneurships and business development
3. Gender Mainstreaming and Economic Empowerment agenda
4. Participatory approaches in conducting assessments and facilitating strategic planning processes
5. Working to enable and upscale women and youth owned enterprises

ROLES AND RESPONSIBILITIES

1. Preparation of a work plan
2. Actively engaging with FEMCOM/COMFWB National Chapter, Secretariat, Board members and other stakeholders using participatory processes

3. Regular progress reporting to FEMCOM/COMFWB Secretariat
4. Production of deliverables in accordance with the requirements and timeframes of the Terms of Reference
5. Facilitation of a strategic planning workshop with FEMCOM/ COMFWB National Chapter's staff, Board members and other relevant stakeholders
6. Drafting and finalizing the strategic plan
7. Lead a validation workshop for adoption of the COMFWB MTSP 2021- 2025

DELIVERABLES

The consultant will provide the following deliverables:

1. A strategic planning workshop agenda and facilitation plan
2. A strategic plan document including but not limited to:
 - a. Executive summary
 - b. Background
 - c. Internal and external analysis
 - d. Strategic priorities
 - e. An M&E framework
3. Hard and soft copies of the final Strategic Plans in line with a work plan submitted and approved by FEMCOM/COMFWB executive

FEES

The contract will be issued by FEMCOM/COMFWB Secretariat to the Consultant selected and a consultancy fee of United States dollars ten thousand (US\$10,000) will be availed for the consultancy

FEMCOM now invites eligible Individual consultants to indicate their interest in providing these services for a duration of three (3) months. Interested consultants must provide information through their Curriculum Vitae indicating that they are qualified to perform the services (description of similar assignments, experience in similar conditions, etc.).

Interested consultants may obtain further information at the address below during office hours from Monday to Friday, 08:00 hours to 17:30 hours. Expressions of interest must be delivered to the address below by 5th of October 2020 at 17:30 hours Lilongwe Time (C.A.T) and mention "Expression of Interest for Consultancy Services on **"Development of the FEMCOM/COMFWB 2021-2025 Medium Term Strategic Plan."**

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