



Request for Technical and Financial Proposal: Review and update of MA Nigeria Strategic Plan

Introduction

SOS Children's Villages, is an esteemed child-centered International Organization, with a prominent presence in 136 countries and territories of the world with a vision that ensures every child belongs to a family and grows with love, respect, and security, SOS Children's Villages has been supporting children and young people without parental care, or at risk of losing it, in Nigeria since 1973, through various intervention programs such as Family Strengthening and Alternative Care across eight states of the federation - Lagos, Ogun, Plateau, Oyo, Kaduna, Borno, Edo, Imo, Rivers and Benue states as well as the Federal Capital Territory.

Our care solutions include Alternative Care for Children, Family Strengthening, Youth Development, Advocacy and Humanitarian Action. We strengthen vulnerable families and prevent child abandonment through direct family empowerment (DFE) and community empowerment.

Scope

SOS Children's Villages in Nigeria developed a 5-year strategy (2023-2027) in 2022 to help alleviate vulnerabilities among children, young people, families, and communities in Nigeria. Due to the rapidly evolving context in Nigeria, SOS Children's Villages Nigeria seeks a consultant to review and update its strategy. The review and update aims to optimize the implementation of SOS Children's Villages programs, ensuring maximum positive impact on our target beneficiaries. To achieve this, the strategy will be aligned with Nigeria's current challenges and opportunities, incorporating insights from the Sustainable Development Goals (SDGs), SOS Children's Villages' global strategies, and relevant national and local childcare policies and plan. The scope of the consultancy is defined as follows:

Understanding the External Context

- Review international documents and conventions related to children and young people, such as the UNCRC and the UN Guidelines on Alternative Care.
- Examine documents related to the childcare sector in Nigeria, such as the CRSA, National Child Laws, and other relevant documents provided by the organization.
- Analyze the donor market assessment report, if available, or other relevant information to understand and guide external opportunities (funding strategy).
- Understand Nigeria's social, political, economic, legal, environmental, technological, and humanitarian context.

Understanding the Internal Organization Context

- Engage with in-house working teams to understand the internal strategic planning process.
- Review key organizational reference documents and materials, including templates and guidelines for the national strategy review, the Federation 2030 Strategy, the five federation priorities (2021-2024), the Africa Strategy, the Care Promise, and other key policy documents and guidelines.

Data Collection and Analysis

- Collect and/or support the collection and preliminary analysis of relevant external information not readily available to in-house teams.
- Design effective collaborative processes, whether virtual, face-to-face, or hybrid, to guide and/or facilitate sessions and workshops for in-house teams and stakeholder engagement.
- Facilitate the strategic plan review workshop and consolidate outcomes as per agreed expectations, scope, and intent.

Workshop and Engagement Facilitation

- Prepare agenda designs and facilitation notes for all engagements, workshops, and events to support the logical flow of content, analyses, and group process dynamics.
- Provide complementary information, data input, and analytical tools as required and facilitate their application.



- Ensure workshop designs allow for active participation.
- Guide and support the strategic thinking process in a simple and stimulating way, encouraging curiosity and independent inquiry without bias.
- Listen, understand, and reflect on group discussions to promote reflection.
- Keep the group focused to maintain momentum.
- Summarize and emphasize agreements and disagreements.
- Record workshop proceedings and liaise with the project team to ensure accurate and timely production of workshop/meeting records and reports.

Objective:

- To enhance the effectiveness of the SOS Children's Villages' 5-year strategic plan (2023-2027) by conducting a comprehensive review to assess progress, identify emerging challenges, and align the plan with current realities.
- To evaluate the progress made towards achieving the strategic plan's targets and milestones.
- To identify and analyze external factors that may influence the organization's strategic direction.
- To develop recommendations to adjust targets and strategies based on the review findings.

Deliverables

- Detailed report and recommendation to champion the strategic plan reform.
- Defined process and quality assurance plan based on proposed methodology and template of the organization's guideline for guiding collection of the various outcomes of the strategic plan review document.
- Facilitation of the strategic plan review workshop including technical advice and support to participants during the workshop.
- Standardized tools for data, input collection and analysis.
- Collation of locally relevant and needful content from external sources and internal stakeholders.
- Consolidation of the outcome of the strategic plan review workshop to produce a zero draft as per the organization's guideline and template with expected annexes which will be shared with the internal teams for subsequent reviews and finalization. The consultant makes sure that the content of the strategy document is within the scope, direction and consensus of the outcome of the workshop. Content is also aligned to internal organizational terminologies & language while ensuring external and industry norms and standards and appealing to stakeholders & donors.
- Produce soft and hard copies of the updated strategy
- Final report on the implementation of the tasks after finishing the workshops.

Minimum Requirements

The minimum requirement to qualify and get engaged as a consultant for this task would include but not limited to the following:

- Experience in designing and facilitation of strategy developing/review process using a variety of approaches and tools with an emphasis on employing a collaborative thinking approach.
- Experience working with multi-stakeholder, multi-sector groups forging collaboration, and collective agreement across differences of opinion and perspectives
- Adequate experience in gathering, analysis, interpretation and application of national and local relevant information and/or data on political, social, economic, technological, legal and cultural contexts for the purpose of strategy development process.
- Minimum of 5 years of proven competence and experience in developing/reviewing strategies, policies and other related documents for preferably INGOs, NGOs and/or Government.
- Master's degree in social sciences, Psychology, and Social-pedagogy, Community Development, Law, Economics or other related disciplines. PhD will be an added advantage.
- An excellent collaborative work style, with openness to change and ability to receive/integrate feedback
- A track record with ways to promote diversity and inclusion in dialogue



- An excellent ability to plan for projects, implement, manage, and report milestones
- Demonstrated experience in virtual facilitation and use of virtual tools
- The ability to work under pressure and tight deadlines
- Outstanding communication and advocacy skills
- Excellent presentation and facilitation skills
- Demonstrated integrity and ethical standards

Competencies

The potential facilitator who supports the Member Associations in its National strategic plan review should have the following:

- Bring process expertise to the work and support the design of workshops / (online) meetings, to make the best use of all the stakeholders' time. The facilitator will also be key in ensuring all stakeholders are appropriately engaged.
- Should be neutral, limiting content involvement and focused on supporting the National Management team to be successful in reaching the workshop and process objectives.
- Manage expectations and clarify roles and responsibilities
- Ask the right questions to facilitate a structured discussion around the current challenges encountered and responses. Have sufficient knowledge and skills to ask probing questions to encourage deeper analysis
- Have proficient skills to ensure all stakeholders are equally contributing to the discussion.
- Have confidence and diplomatic skills to manage discussion and disagreement and to keep the discussion on track
- Note key points throughout the discussion and build on them. Summarize complex issues and agreements to ensure accuracy and guide discussion
- Build consensus through facilitating discussion on priorities, principles and next steps.

Application procedure:

Interested applicants who meet the job requirements and qualifications, with the right personal attributes are invited to submit the following:

1. A technical proposal detailing the methodology and work plan.
2. Financial proposal.
3. A brief description of the resource person outlining recent experience in similar assignments.
4. At least three references for a similar assignment.
5. Sample work that is similar to this assignment.

Evaluation of Proposal

All proposals received (technical and financial proposals) will be evaluated based on the requested proposal information and on cost-vs-benefits basis.

Timeline of Consultancy:

The minimum time for this consultancy will be 22 days starting from the date the contract is signed. However, the firms/individuals expressing interest shall propose detailed timelines for the different components of the activity that are reasonable and realistic.

Ethics Approval and Disclosure: The Consultant is required to secure and comply with the ethical approval processes mandated by Nigerian authorities prior to initiating data collection. Should it be necessary, full ethical approval must be obtained before the commencement of the consultancy. Ownership and copyright of all collected data shall reside with SOS Children's Villages. The Consultant agrees to maintain the confidentiality of all information acquired during and after the contract period, disclosing such information only with written authorization from SOS Children's Villages. Access to information for the Consultant will be granted strictly on a need-to-know basis.



Safeguarding: The Consultant or firm is required to strictly follow the safeguarding policies of SOS Children's Villages, prioritizing the principle of "do no harm" throughout the exercise. Additionally, proactive measures will be implemented to prevent any individuals with criminal records from participating in the study in any capacity.

Submission of proposal plan

Proposals in response to this RFP should be addressed to the contact information below and emailed **in one document** to soscv.procurement@sos-nigeria.org latest 25th September 2024.

Applications received after the deadline specified for submission may be rejected and disqualified.