

**Consultancy Services on Strategic Planning**

**Scope of Work (SoW)**

**Introduction to DRC-DDG**

The **Danish Refugee Council** (DRC) is a leading international humanitarian displacement organisation, supporting refugees and internally displaced persons during displacement, in exile, upon return, or when settling and integrating into a new place. DRC provides protection and life-saving humanitarian assistance, supports displaced persons in becoming self-reliant and included in hosting societies – and works with communities, civil society and responsible authorities to promote the protection of rights and peaceful coexistence. The **Danish Demining Group** (DDG) is a specialist unit within DRC which aims to reduce weapons-related risks and armed violence through working with communities. DDG works with conflict management, security governance, weapons and ammunition management and mine action. DRC as a whole, currently has 9000 staff and 7500 volunteers, with programs in more than 30 countries worldwide.

In Ukraine, DRC operated from 2007 until 2013 with European Commission funding, implementing a nationwide program for the protection of refugee children and capacity building of civil society and asylum authorities. In 2014, DRC-DDG reopened operations to support the humanitarian response to the current crisis. The DRC-DDG Ukraine country program operates from a national office in Kyiv and field offices in Mariupol and Slovyansk/Severodonetsk, covering programs in the Protection, Legal Assistance, Mine Action, and Livelihoods sectors. The Kyiv office provides overall coordination of the country program and operational support, as well as direct project implementation of the Legal Assistance and Cross-Border Capacity Building programs.

**Background**

In conflict-affected countries, the capacity building of state institutions is one of the most crucial elements to ensure stabilisation and peaceful transition from early recovery stages. It is vital to strengthen the human and institutional capacities and resources of national, regional and local authorities to work together on developing concrete approaches, mechanisms, and tools that will promote and contribute to peaceful solutions. Cross-Border Capacity Building (CBCB) is an innovative programme which supports the implementation of DRC 2020 Mission Statement by addressing the capacity needs of the government to enable it to support IDPs and conflict-affected persons in line with international norms. This is achieved through multiple channels including bringing policy-making and operational staff from national, regional and local governments from countries which have faced and addressed similar displacement issues together with their counterparts in Ukraine.

**Project Title:** Promoting Peacebuilding and Reconciliation in Ukraine

**Donor:** European Union/United Nations Development Programme (UNDP)

**Project Outline:** The ‘Promoting Peacebuilding and Reconciliation in Ukraine’ project is implemented as part of the EU-funded EU4East programme and the UN Recovery and Peacebuilding Programme (UN RPP), which will contribute to the implementation of Component 4 of UN RPP and provide support to the Ministry for Reintegration of Temporarily Occupied Territories of Ukraine (MRTOT) to enhance its capacity on peacebuilding and reconciliation. The overall objective of the project is to increase the peacebuilding and reconciliation efforts and improve institutional capacities of the MRTOT. The project has two outputs:

* The capacity of the MRTOT on peacebuilding and reconciliation issues is developed, with input from relevant experiences of other post-conflict countries.
* The capacity of the MRTOT on service delivery and coordination is strengthened based on the best national and international approaches, standards and procedures.

**Objective**

The objective of the assignment is to provide consultancy services to ensure high-quality facilitation of the strategic planning session for the managers of the structural units of the MRTOT.

1. **Work Assignment**

Under the overall authority of the Ministry for Reintegration of Temporarily Occupied Territories of Ukraine, and the direct supervision of DRC-DDG Ukraine, the selected national consultant or service provider company will undertake the following tasks:

* Conduct the desk review of the existing strategic plans of the MRTOT;
* Hold the initial consultations with the MRTOT officials regarding the strategic planning session’s objective, tasks and expected outcomes;
* Design the agenda of the strategic planning session and the materials for the participants based on the results of the initial consultations with the MRTOT;
* Facilitate the online/offline strategic planning session using participatory and interactive tools to ensure maximum involvement of the participants;
* Develop the outcomes of the strategic planning session and ensure their further elaboration (if needed);
* Develop a Report on the strategic planning session.

**Required Deliverables and Timeline**

* Agenda of the strategic planning session and list of participants
* Materials for the participants of the strategic planning session
* Outcomes of the strategic planning session
* Report on the strategic planning session

All deliverables will be submitted to DRC-DDG via e-mail in Ukrainian and English. All deliverables are subject to DRC-DDG’s review and approval. Therefore, the selected national consultant or service provider company is expected to share the documents and respond to DRC-DDG comments and reflect the respective changes in all the above deliverables before they can be considered final.

The assignment will take eight working days in June 2021. The timeline will be adapted according to the final work plan, as agreed with the selected consultant or service provider company. The payment will be made in accordance with the actual number of days worked and deliverables produced.

**Required Qualifications and Experience**

DRC-DDG is seeking applications from individual national consultants or service provider companies. A successful applicant should have a minimum of the following qualifications and experience:

* Minimum of 5 years of relevant professional experience in strategic planning and facilitation of the strategic planning sessions for entities, enterprises and organisations;
* Relevant working experience in facilitation of the strategic planning sessions for the state institutions is an advantage;
* Excellent communication and organisational skills (for individuals);
* Full computer literacy and availability of his/her own IT equipment (i.e. laptop, printer) to perform the assignment (for individuals);
* Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships (for individuals);
* Fluency in Ukrainian and English (for individuals).
* Proven technical capacity to conduct strategic planning session (for companies);
* Specialists/staff have relevant qualifications and experience providing strategic planning session (for companies).

**Procedure for Submission of Applications**

Interested individual national consultants or service provider companies are expected to submit the following materials in Ukrainian or English in response to this SoW:

* Detailed Curriculum Vitae (for individuals)
* Brief introduction and portfolio (for companies)
* Detailed Curriculum Vitae of consultants (for companies)
* Letter of Motivation
* Brief Technical Proposal (three pages maximum)
* Methodology of the strategic planning session
* Preliminary agenda of the strategic planning session
* Proposed timetable
* Financial Proposal indicating a proposed daily rate in USD
* Proof of previous related work (list of conducted strategic planning sessions and at least one report of completed strategic planning session)
* References (two minimum)

**Deadline for the submission of applications is 4 June 2021 at 14:00.** Interested candidates should submit their applications to [rfq.ukr@drc.ngo](mailto:rfq.ukr@drc.ngo). The title of the e-mail should be ‘Consultancy Services on Strategic Planning’.