



CALL FOR PROPOSALS

CONSULTANCY TO FACILITATE THE MEFMI PHASE V STRATEGIC PLANNING RETREAT, 28 - 30 NOVEMBER, HARARE, ZIMBABWE

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned Institute comprising the following fourteen (14) Member States: Angola, Botswana, Burundi, Kenya, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Tanzania, Uganda, Rwanda, Zambia and Zimbabwe. The MEFMI Secretariat is based in Harare, Zimbabwe. MEFMI seeks to achieve prudent macroeconomic and financial management within the region.

MEFMI exists to build sustainable human and institutional capacity, foster best practices in, and bring emerging risks and opportunities to the fore among its client institutions which include: Central Banks, Ministries of Finance and Planning Commissions and related institutions.

MEFMI delivers its programmes through regional and in-country capacity building activities in its three core operational programmes: Macroeconomic Management Programme, Financial Sector Management Programme, and the Debt Management Programme. Delivery modes include: customized as well as demand driven regional courses, seminars and workshops, country specific missions, E-learning, policy seminars, Training of Fellows, and high level fora for policy makers in its client institutions.

MEFMI is inviting proposals from reputable organisations and individuals to conduct a strategic planning retreat for its staff for a period of three (3) days, from 28-30 November, 2015 in Harare, Zimbabwe.

Objectives

The objectives of the retreat are to:

1. Enhance the skills of staff in strategic planning for capacity building organisations;
2. Enhance awareness of staff about the Theory of Change for capacity building programmes, mainstreaming regional integration, gender, and corruption into MEFMI programmes;
3. Develop MEFMI's Theory of Change as input for developing the Phase V Strategy;
4. Enhance awareness and agree to the Standard template to use in developing the Phase V Strategic Plan; and
5. Gain consensus on the modus operandi for developing Programme specific Plans as input into the MEFMI Phase V Strategic Plan.

Scope of Work

The assignment will cover the following:

- a) Reviewing Phase IV Strategy: 2012-2016;
- b) Realigning the Institute's Vision, Mission and Value System in order to serve our clients better in Phase V: 2017 – 2021;
- c) Conducting a situational analysis to ascertain the current performance of all Departments and ascertain gaps (Gap Analysis);
 - i. Perform a value chain analysis of the activities of the Institute;
 - ii. Identify MEFMI's key strategic imperatives (competitive advantage) and build in strategies for enhanced delivery of service;
- d) Developing an appropriate structure/template for the next Phase document;
- e) Facilitating the compilation of the Phase V Strategic Plan for the period 2017 – 2021 through participatory approaches
- f) Training Staff in:
 - i. appropriate Theory of Change for capacity building programmes
 - ii. Mainstreaming of Regional integration, Gender, Corruption, and other cross cutting issues
 - iii. Implementation of strategy and devising strategic controls.

Qualifications

The consultant(s) should have demonstrated evidence of leading and conducting Strategic Planning, wide experience of implementing and or evaluating capacity building programmes, strengthening the mainstreaming of gender and corruption, good interpersonal and presentation skills, as well as demonstrated evidence of conducting training for adults with practical relevance at the work place.

Methodology and Approach

The retreat should adopt a mixed method including participatory adult learning through presentations, group activities, and working sessions to ensure a balance between theory and practice, while stimulating active participation of staff at all levels.

Expected Outcomes

The following are the expected outcomes from the assignment:

- a) Staff able to develop programme/department specific plans as input into the Phase V Plan;
- b) Staff able to mainstream regional integration, gender and corruption at all levels – planning, implementation and reporting; and
- c) Staff able to demonstrate MEFMI's Theory of Change.

Expected Outputs

The following are the expected outputs from the assignment:

- a) Enhanced awareness and skills of staff about strategic planning;
- b) Enhanced awareness and skills of staff on mainstreaming regional integration, gender and corruption in plans and programme delivery;
- c) MEFMI's Theory of Change;
- d) Standard approach of developing Department specific Plans; and
- e) Standard Template of MEFMI Phase V Strategic Plan;

Please submit your application accompanied with the following documentation:

- a) Copies of certificate of registration / incorporation, if company
- b) Names and contacts of Directors, if company
- c) Curriculum Vitae for the personnel to conduct the training
- d) Tax registration certificates (Income Tax and VAT), if company
- e) Company profile, if company
- f) Full contact details (physical address, telephone and fax numbers and e-mail addresses)
- g) Contact persons
- h) A profile of existing customers
- i) Three references from renowned companies and their contact addresses
- j) Payment and Billing Terms

In addition, you should provide a detailed proposal for MEFMI regarding the following:

1. Training approach and justification,
2. Proposed training programme, clearly showing the topics to be covered.

Send your application clearly marked "Proposal to Supply Consulting and Training Services – MEFMI Phase V Strategic Planning Retreat" to the following address:

The Macroeconomic Financial Management Institute (MEFMI)
9 Earls Road, Alexandra Park,
P O Box A1419 Avondale,
Harare,
ZIMBABWE

OR Email your application to: capacity@mefmi.org

The applications should arrive no later than, **Friday 11th September, 2015 at 16.00 hours**. Applications received after the closing date and time will **NOT** be considered.

MEFMI is an equal opportunity employer.