



South East European Youth Network

TERMS OF REFERENCE  
**CALL FOR EXPERT**  
STRATEGIC PLANNING

POSITION:	Strategic Planning Expert, Consultant
BENEFICIARY:	South East European Youth Network
DURATION OF APPOINTMENT:	March 2017 - November 2017
APPLICATION DEADLINE:	17 <sup>th</sup> of March 2017
TOTAL WORKING DAYS:	35
REMUNERATION:	Based on offer



SUPPORTED BY PEACENEXUS

CONTACT PERSON: Mirela Rajkovic  
CONTACT EMAIL: [strategy@seeyn.org](mailto:strategy@seeyn.org)

# THE BACKGROUND

## WHO WE ARE

South East European Youth Network (SEEYN) is formal CSO Network, with Secretariat based in Sarajevo, Bosnia and Herzegovina and home of 23 respective member organizations from 12 countries of the region. The vision of SEEYN is to achieve a stable region with developed mutual understanding without prejudices among young people through their mobility, co-operation, and active role in society. Its work stands on 5 pillars: Peace and Reconciliation, Volunteering Infrastructure, Youth Initiatives, Training Centar and Network Development.

For more information visit: [www.seeyn.org](http://www.seeyn.org)

## BACKGROUND TO THE CONSULTANCY

In view of evolutions in the regional context in the past years and of SEEYN's expansion and recent leadership transition, SEEYN wants to collect the perspectives of its members in a new strategy that enables the Network to explore new roles and opportunities to engage on regional initiatives, with a view to strengthen the relevance and visibility of the Network in the region.

## OBJECTIVES

**Overall objective:** To develop a strategic plan for 5 years period for the South East European Youth Network (including 1 year of action plan) in consultation with all SEEYN members and Network bodies.

### Specific objectives:

- 1) To unpack identity as a Network: where are we at as a Network and where do we want to go;
- 2) To revisit the mission and vision;
- 3) To set priority themes to engage on as a Network;

# SCOPE OF WORK AND ROLE OF EXPERT

## ROLE AND TASK

SEEYN is looking for an expert person, who will facilitate the process of strategic planning, based on communicating the needs of its members, final beneficiaries, donors and other relevant stakeholders in member countries. The strategy will be used as guidelines for further networking process and thematic scope of the SEEYN work. Expert will work closely and under supervision of Organizational Development Committee (ODC), the body which is established in order to ensure smooth process of strategic planning.

To achieve the objectives of the strategic process, SEEYN expects the expert to:

- Develop an inception report based on desk study and initial consultation with Network’s bodies, members, trainers, external partners and stakeholders (8 working days);
- Implement the Network mapping and consult member organisations in form of questionnaires and interviews of the members resulting in an assessment report (12 working days);
- Support Organizational Development Committee (OD) with development of agenda for strategic planning workshop;
- Facilitate the 2-3 days strategic planning workshop with members and Network bodies;
- Present the assessment report during a 2-3 days strategic planning workshop with members and Network bodies (facilitated by the expert) leading to a strategic planning document (9 working days);
- Help with the composition and tasking of thematic working groups;
- Support OD Committee with development of agenda for final strategy development workshop;
- Compile and synthesize proposals of the working groups and facilitate their discussion in a 2-3 day joint strategy development workshop, leading to the action plan (6 working days).

## DURATION AND TIMEFRAME

The assignment will be completed in the period from March 2017 to November 2017 and it is expected to require approximately 35 days of work and travel to the region.

The consultant will work closely in cooperation with the Organisational Development Committee of the Network, the Network’s Steering Board, its Secretariat and the Peace Nexus Foundation. The OD Committee will supervise the consultant’s work, progress and deliverables.

### ESTIMATED TIMEFRAME

ACTIVITY	MONTH/DATES
<b>Inception phase</b> - Consultant understands his/her mandate by getting to know SEEYN, its challenges and expectations	Inception phase ends by April 2017
<b>Preparation &amp; consultation for the strategic planning workshop</b> - Consultant gets thorough understanding of the situation from interviews with all members External perspectives on the context and SEEYN positioning are brought in with a short survey of relevant national actors working on youth (rationale: get reality check from external environment)	Deadline for assessment report: by June => Followed by 3 weeks for the organisation of the workshop
<b>Strategic Planning workshop (2-3 days)</b> - Discuss assessment report and get to clarity and consensus on overarching topics, test emerging ideas and get to a strategic planning document	Workshop takes place in 2 <sup>nd</sup> half of June
<b>Final joint strategy development workshop (2-3 days)</b> - Formally approve the strategic planning document and translate it into an action plan for the rest of 2017 and 2018	Workshop takes place in late October

# QUALIFICATIONS AND APPLICATION

## EXPERT PROFILE DESCRIPTION

Independent local and international consultants with experience in the non-profit, civil society organizations with the following qualifications and skills are invited to apply:

### REQUIREMENTS

- At least 3 years of proven experience and expertise with strategy planning and development;
- Strong facilitation and consensus-building skills;
- Excellent analytical and synthesis skills;
- Experience with and preference for participatory methods;
- Proven capacity to deliver quality results;
- High level of responsiveness and strong communication skills
- Fluent in English (oral and written).

### ASSETS

- Consulting experience with networks;
- Strong context knowledge of the South East Europe / Western Balkan and Turkey region
- Experience with youth programmes and regional cooperation;
- Knowledge of at least one of SEE or WB and Turkey languages;

Applicants must be independent and free from any **conflict of interest – for this reason, members of SEEYN as well as members of SEEYN Pool of Trainers** cannot be considered for this consultancy. The selected expert will receive detailed instructions, materials, resources and support in their work.

## APPLICATION PROCEDURE

If you are interested in the position of strategic planning expert/consultant and you fit to given criteria, we encourage you to submit your application via email to [strategy@seeyn.org](mailto:strategy@seeyn.org) no later than **17<sup>th</sup> of March 2017** including:

- Curriculum Vitae;
- Expression of interest indicating your understanding of the mission and qualifications for this assignment , including recent experience with strategy processes;
- Financial proposal (proposal should include expert fee for 35 working days and two travels, accommodation and board costs to Serbia for up to six days);
- Contact of two references/previous clients who are able to comment on your ability to undertake this work;
- Sample of writing of some analytical document prepared by candidate;

*South East European Youth Network*