

Terms of Reference for Strategy Development Expert
Women Development Organization (WDO)

A. JOB INFORMATION:	
Post title: Strategy Development Expert	<u>Nationals of:</u> OIC member states
Start Date of the Consultancy: 15 th March 2022	<u>Duration of the Consultancy:</u> 12 Month
<u>Duty Station:</u> WDO HQ and \ or Virtual (depends on the task)	
B. WOMEN'S DEVELOPMENT ORGANIZATION (WDO)	
<p>The newly established WDO will be the center of the gender equality architecture of the OIC and has a quadruple mandate that encompasses normative support and policy work, advocacy and outreach, coordination, and operational activities. These four components are complimentary to one another and seek to jointly advance gender equality and women's empowerment, and promote, protect and fulfil the human rights for women and girls within WDO Member States, as well as engage in cross-regional and global exchanges around human rights of women and girls in WDO countries.</p> <p><u>WDO's Objectives:</u></p> <p>The aim of the Organization is to advance women in the Islamic world. It shall be concerned with everything necessary to meet this aim, in particular through:</p> <ol style="list-style-type: none"> 1. Spreading awareness of women's social, economic, political, and cultural rights and highlight the role of Islam in safeguarding the rights of women; 2. Supporting member states in enacting the necessary legislations, laws and policies that support women's rights; 	

3. Conducting research and studies and issuing books, reports and publications that contribute to directing awareness of women's issues and achieving sustainable development goals related to women;
4. Supporting national efforts by strengthening the capacities of government institutions, civil society organizations and the private sector;
5. Raising awareness of the importance of empowering women in leadership roles;
6. Establishing an institutional mechanism and an observatory to follow up on women's issues, monitor successful experiences and practices, and disseminate them to member states;
7. Implementing policies, directions, and decisions of the Organization of Islamic Cooperation in the areas of women's development and advancing their capabilities;
8. Establishing and supporting projects relevant to sustainable development goals;

Organizing conferences, seminars and workshops in the member states that aim to enhance the role of women in society and raise awareness of their issues.

Rationale and Purpose of the Assignment:

A Strategic Partnership Plan between WDO and Islamic Development bank “IsDB” is taking place through a Technical Assistant (TA) project contributing in strengthening the institutional capacity of WDO to effectively realize its quadruple mandate that encompasses normative support and policy work, advocacy and outreach, coordination, and operational activities in the area of women’s empowerment. Through this TA grant operation, IsDB will support the WDO in the development of its new 4-year strategy and action plan, a policy/research paper for the promotion of women’s empowerment, a resource mobilization strategy, as well as capacity development activities for WDO staff. These interventions will be supported by the development of a fully integrated management and electronic archiving system to automate WDO’s business processes.

The success of WDO as an intergovernmental organization relies on guaranteeing sustainable support through the dedication of its member states, partners and stakeholders’

attention and action, and through the active engagement, dialogue and sharing of knowledge and experiences in different fields relevant to women's needs.

The IsDB's support to WDO, as the only specialized entity for women's empowerment is a strategic step towards advancing the status of women in OIC-IsDB member states in the long run. It is also worth stressing that any technical support provided to the WDO is effectively contributing to the implementation of IsDB's newly approved Women's Empowerment Policy.

This technical assistance project is in line with the IsDB's new "inclusive social development" strategic approach that has been mentioned several times in the Governors Roundtable during the IsDB 46th Annual Meeting in Tashkent, Uzbekistan and implements the guiding principle to "build capabilities in strategic pillars." In addition, it contributes to the realization of the OIC Plan of Action for the Advancement of Women and of the IsDB Women's Empowerment Policy and its Operational Strategy.

Main Objective:

The main objective of the TOR is hiring an expert in the field of strategy development, with extensive experience working with intergovernmental / development institutions.

C. DESCRIPTION OF DUTIES AND DELIVERABLES

Planned outcomes/milestones:

1. develop the 4-year strategy for the WDO, including a communication / marketing strategy. The expert will also develop a 2-year action plan, identifying roles and responsibilities, a monitoring / risk management mechanism, and a balanced scorecard performance measurement system;
2. The expert will present the draft for the strategy and its action plan to the member states in order to collect their feedback before finalizing the final draft to be endorsed during the Ministerial Council of WDO, which will be held in November 2022;
3. As an outcome of the strategy development and action plan, the expert will provide a training needs analysis and capacity development for WDO staff.

Planned Activities

Detailed 4 - year Strategy with all its components along with two-year action plan in Accordance to WDO; s objectives and mandate which include:

1. Articulated Vision, mission and values which reflects WDO;
2. Situation Scanning analysis;
3. Strategic goals for each of WDO mandates;
4. Strategic objectives for each goal;
5. Communication and marketing plans;
6. Strategy for monitoring and evaluation mechanisms;
7. Training needs analysis process and staff development plan.

Time Line:

Activity	Duration /time line	Deliverables
Submit the inception report	7 days	Inception report
Review organizational documentation and relevant MCs background information (national policies and strategies,); in cooperation with WDO management unit, determine key data to collect in the field and prepare key instruments	15 days	desktop review report
develop the comprehensive outline of the four-year strategy including the communication and marketing strategy	30 days	draft four-year strategy
The first draft of 2 years Action plan	15 days	Draft two-year action plan
Conduct a workshop for WDO member states to collect feedback on the 4 years strategy & Action plan drafts;	7 days	MC feedback report
Compile the feedback report of the MCs output to the draft four-year strategy	7 days	Final draft of the strategy and action plan

Final draft of the strategy and action plan	5 days	final approved 4-year strategy
Training needs analysis process for approval	5 days	Approved TNA Process
Training needs analysis implementation and Employee's development plans	15 days	Training Detailed individual training plan
Conduct training and CB support to WDO staff on the mechanism, requirements and methodology of the strategy implementation	60 days	report includes the evaluation analysis

Method of Payment:

Payments will be disbursed through a bank transfer upon a satisfactory report based on the completion of the agreed milestones.

- 25% upon acceptance of:
 - inception report,
 - desktop review report and
 - draft 4 years strategy.
- 25% upon acceptance of:
 - draft 2-year action plan,
 - MC feedback report and
 - final draft of the strategy and action plan.
- 25% upon acceptance of:
 - approved 4 year strategy and
 - approved TNA process
- 25% upon acceptance of:
 - Detailed individual training plan
 - Final report including evaluation analysis

D. REQUIRED QUALIFICATIONS

Education:

An advanced university degree in international relations, public administration or policy, business administration, social sciences, or related field.

Work Experience:

1. At least 10 years combined governmental, regional and international experiences, and exposure of strategic planning processes and strategy development;
2. Deep understanding and knowledge of the general social, economic and political environment of WDO and OIC member states;
3. Experienced facilitator of strategic planning

Languages:

1. Fluent spoken and written English, and fluency in another WDO language is a must;
2. Fluency of a third language is an asset.

E. SKILLS

1. Sensitivity to other's point of view to influence behavior, change an opinion, or turn a situation around;
2. Ability to run effective meetings, and facilitate group discussions to lead decision-making processes
3. Capable of leading organizational change
4. Excellent leadership organizational skills
5. Good experience in effective working relations with multidisciplinary and multicultural teams
6. Adaptable and able to work effectively with fundraising systems and partner organizations at all levels of complexity and communicate credibly with departments inside WDO.

F. WDO COMPETENCIES

1. Teamwork;
2. Respecting and promoting individual and cultural differences;
3. Communication;
4. Producing results;
5. Building and promoting partnerships across the organization and beyond.

G. ADDITIONAL INFORMATION

1. Interested candidates must send the following:
 - CV;
 - Example of previous works & strategies developed;

2. Only candidates under serious consideration will be contacted;
3. If your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WDO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review;
4. Any appointment/extension of appointment is subject to WDO Staff Regulations, Staff Rules and Manual.