

Terms of Reference for “Strategic Planning Retreat Facilitation” - WACREN

1. Background

WACREN is the West and Central African Research and Education Network which supports interconnections and fosters collaboration between R&E institutions in the region and international peers by building and operating a world class network infrastructure, developing state of the art services, promoting collaboration among national, regional, and international R&E communities, and building the human capacity of the REN community.

WACREN was constituted in 2010 with its headquarters in Accra, Ghana. Membership to the organization is open to national research and education networks (NRENs) from all 22 countries of the region and to other organizations sharing the WACREN vision. WACREN currently has 14 members, including NRENs from 11 countries in West and Central Africa.

After 11 years of existence, WACREN is gradually rolling out its physical network and providing R&E services to its members.

A strategic plan for WACREN was developed and updated in 2019 with the sponsorship of the AfricaConnect2 project. The WACREN Secretariat subsequently developed a 3-year business plan (2021-2023) and a 2020 annual work program to support the strategic framework. Due to recent developments, especially the impact of the COVID-19 pandemic in accelerating widespread migration to digital services, there is a need to revise the strategic plan to ensure WACREN’s sustainability and its effectiveness at meeting the growing infrastructure and service needs of its members and the WACREN’s community at large.

The Service of a **Consultant** is therefore sought to facilitate a retreat and draft an updated strategic plan for the Board of WACREN to consider and amend if need be.

The following Terms of Reference are for “Strategic Planning Retreat Facilitation and Strategic Plan Update”.

2. Scope of Work

- Define the methodology of the strategic plan review process;
- Review and analyze WACREN’s 2019-2021 strategic plan along with other organizational documents and propose adjustments;
- Draft a programme for a 3-day retreat of WACREN stakeholders aimed at discussing the whole strategic plan and proposals;
- Facilitate a 3-day retreat (mid-November 2021);
- Take the input received from the discussions at the retreat into account and produce a final Strategic Plan draft for WACREN for the period 2022-2025;
- Finalize the Strategic Plan draft after WACREN’s feedback.

3. Key Qualifications, Skills and Experience

- At least 5 years relevant experience in research, policy development, facilitating strategic planning and development of strategic documents for regional/international organizations, with evidence of having undertaken similar assignments;

- Highly motivated and experienced in planning and facilitating workshops;
- In-depth Knowledge, understanding and rich experience of the REN environment;
- Result-oriented, team player, driven for excellence, exhibiting high level of tact and high integrity;
- Excellent communication and reporting skills;
- Fluency in English or French, with at least basic knowledge in the other language.

4. Type of Contract, Reporting

If successful, the selected applicant, as Consultant, will be expected to submit a first updated draft strategic plan at least **14 days** before the workshop, submit a second draft incorporating the input from the retreat within **15 days** after the strategic planning retreat and expected to complete the assignment within **30 days** after WACREN's feedback on the second draft. The Consultant will report to WACREN's CEO and it is expected that the successful applicant commences the assignment on **1 October 2021**.

5. Submission of Applications and Timeline

- Applications should be submitted online at <https://indico.wacren.net/event/125/>
- Deadline for Submission of Applications: **10 September 2021**
- Notification to Short-listed Applicants: **20 September 2021**
- Interviews of Short-listed Applicants: **23 September 2021**
- Notification to Selected Applicant: **24 September 2021**
- Deadline for Acceptance of the Assignment by Selected Applicant: **28 September 2021**

WACREN is an equal opportunities organization and female applications are highly encouraged.

Please note: only online submitted applications will be considered (see above) and only short-listed applicants will be contacted.

Should you have any question, please contact vacancy@wacren.net