

## Terms of Reference

### Consultancy assignment for facilitating development of DSAI Strategic Plan 2022-2025.

#### 1. Background

The Development Studies Association, Ireland (DSAI) is a membership based and membership driven organisation including individual and institutional members. It is an independent all Ireland association. The vision of DSAI is the creation of a vibrant and innovative development studies community, which will focus on cutting edge research, led by Irish research institutions, contributing to the reduction of poverty, inequality, and vulnerability in the world. The mission of DSAI is to provide a national platform, which provides an open and participatory space for dialogue between researchers, policymakers, and practitioners, who have an interest in, or are working in international development. DSAI is committed to delivering a new strategic plan for the three-year period 2022-2025. This builds on and extends a previous DSAI Strategic Plan which ran from 2017-2019. This was extended to end 2021 and will be superseded by the 2022-2025 Strategic Plan.

#### 2. Purpose and Objective

The strategic planning process presents an opportunity for DSAI to connect with and hear from grassroots and stakeholders – e.g. individual and institutional members, convenors, funders, and sector stakeholders beyond our current member's base. It should be noted that the Strategic Plan is being developed at an extraordinary moment in history, where DSAI members are coming to terms with different modalities of working, researching and the changes that COVID-19 have led to. Arising from that, this Strategic Plan is being firmly oriented to an exploration of what future DSAI is being invited to contribute to. The planning process will include an attempt to learn or engage with the relevant experience and thinking of other similar associations to help frame DSAI's future and strengthen links for that future.

An external consultant is sought to work closely with the DSAI Steering Committee and DSAI staff to design and undertake a review and consultation process, analyse findings, and produce an outcome document (DSAI Strategic Plan 2022-2025)

#### 3. Scope and focus of the assignment.

The consultant is expected to outline how they would design the strategy process which may include the following:

- a) Review of DSAI key documents, current operations, capacity etc and engage in a series of 3-5 development meetings with the DSAI Chair, Administrative Coordinator and Communications Officer.
- b) Facilitate three dedicated 2-hour sessions with the Steering Committee to support the strategic planning process and for the Steering Committee to establish strategic direction/decisions as required.
- c) Design and analyse individual members survey. Share summary findings and recommendations / considerations for strategic planning. The dissemination of the survey to members will be managed by DSAI staff.
- d) Consultation with study-group convenors, funders, institutional members, and stakeholders beyond our existing members base (e.g. combination of survey / one to one). Summary

findings and recommendations / considerations for strategic planning. Introductions to member stakeholders will be provided by DSAI Steering Committee.

- e) Produce Strategic Plan document that defines clear objectives and an Action Plan for the development of the organisation over the next three years.
- f) There is an opportunity to extend this consultancy slightly to include a short additional piece of work, which will be discussed with suitable candidates.

#### **4. Selection Criteria**

##### **a) Qualifications**

Third level qualification in development studies or related field

##### **b) The Consultant will have knowledge of and/or proven expertise in;**

- Development studies
- Strategic planning document preparation
- Proved experience in strategic planning and management
- Participatory approaches in conducting assessments and facilitating strategic planning processes

##### **c) Skills and Competencies:**

- At least 4 years of professional experience
- High level written and oral communications skills in English
- Demonstrate excellent interpersonal and professional skills in interacting with stakeholders
- Skills in facilitation of stakeholder engagements/workshops
- Evidence of having undertaken similar assignments in strategic planning
- Experience in research, policy development, management, and programming-related work

#### **5. Roles and Responsibilities**

The DSAI Steering Committee Chair and DSAI Staff will be responsible for:

- Actively engaging with the Consultant during the assessment Identifying stakeholders and relevant documents as needed
- Managing communications and logistics associated with the process

The Consultant will be responsible for;

- Proposing a methodology for development of the strategy
- Preparing a work plan and an appropriate Assessment Framework
- Actively engaging with staff, Steering Group members and other stakeholders through participatory processes
- Providing regular progress reporting and consultation with the DSAI Steering Group Chair
- Production of deliverables in accordance with the requirements and timeframes of the Terms of Reference (ToR)

#### **6. Tax**

A contractor will be required to produce a current Tax Clearance Certificate/ TCRN. Where a Tax Clearance Certificate expires within the course of a contract, DSAI reserves the right to seek a renewed

certificate. All payments under the contract will be conditional on the contractor being in possession of a valid certificate as required.

## **7. Insurance**

If tenderers have Professional Indemnity Insurance they should provide a copy.

## **8. Submission of Tender**

Enquiries should be directed to Dr Nita Mishra [chair@dsaireland.org](mailto:chair@dsaireland.org)

Tenders should be submitted by email to [info@dsaireland.org](mailto:info@dsaireland.org) with 'Strategic Plan Tender' in the subject line.

The Tender should be submitted in a zip file and include the following details:

1. Cover letter, addressing the criteria, interpreting the understanding of the ToR outlining a proposed methodology
2. A detailed curriculum vitae
3. Two references from organisations for whom you have carried out similar work
4. Examples of recent previous Strategic Plans developed
5. An approximate timeline for the work
6. A financial proposal

The deadline for the receipt of tenders is **5pm Wednesday 26 January 2022**. Tenders that are delivered late will not be considered. The tendering organisation is fully responsible for safe and timely delivery of the tender. Confirmation that the tender holds good for six (6) calendar months after the closing date for receipt of tenders.

## **9. Timescale**

The work will commence in end of Feb/early March 2022 and be completed by May 2022.

## **10. Budget**

A budget of between €3,500-€4,000 exclusive of VAT is available for this project inclusive of all expenses, based on consultant's estimates, her/his previous daily rate etc. Payment will be phased and linked to progress. Prices and rates quoted should be expressed in euro (€) and exclusive of VAT. The VAT rate(s) applicable should be indicated separately. DSAI reserves the right to withhold payment where the Consultant has failed to meet their contractual obligations in relation to the delivery of goods / services to an acceptable level of quality. DSAI will remain the sole and exclusive owner of all end products and of all intellectual property rights in the products supplied to and from DSAI in the course of the contract, irrespective of whether or not the contract is terminated prior to its completion.

## **11 Other Relevant documents**

[DSAI Strategic Plan 2017 - 19](#)