



### **Consultant – Strategic Organizational Development**

CDF Canada (CDF) is looking for a consultant, who will work closely with the CDF Board of Directors and Management to facilitate the process of reviewing CDF's current strategic framework and identifying new and ambitious goals and objectives for the period 2021-2025.

Expected duration: July 2020 – November 2020 (part time – about 10-15 days over the course of 5 months)

**Location:** Flexible

**Background:** In 2018, CDF Canada adopted a strategic framework for 2018-2021. The strategy reflects the evolution of the organization and the International Development (ID) context. Three strategic pillars were adopted: 1) Diversification; 2) Culture; 3) Image. This strategic plan was developed through a series of consultations with CDF members, partners, staff and donors to ensure broad ownership. It has guided the work of CDF since it was adopted.

#### **Purpose:**

The purpose of the strategic review/planning process is to develop a revised strategic plan for CDF in order to:

- increase the effectiveness of its programs, their adaptation to the post COVID-19 environment,
- increase the role and relevance of CDF in relation with its main donors and funders,
- address new challenges that have arisen in the post-COVID environment, such as disengagement from ID aid by donors, travel restrictions and program implementation, programmatic priorities changes, etc.
- position the organization to succeed in the mid to long term

#### **Strategy development process:**

CDF's management and Board will be at the center of this strategic planning effort, helping to assess ways in which to strengthen the impact of CDF, providing direct input into consultations and reaching out to key trusted partners for external input. The role of the consultant will be to assist in developing and implementing a strategic plan, ensuring that the entire process is highly participatory and enhances stakeholders' sense of ownership by engaging meaningfully with the Board, staff, partners, etc.

#### **Expected outcome**

A new strategic plan for the organization.

This will imply reviewing, analyzing and when needed refreshing or fundamentally updating the following: - Mission and vision; - Values; - Governance structure - Strategic plan

#### **Specific Objectives of the consultancy**

1. Define the scope and the methodology of the strategic plan development process.
2. Review and analyze current strategic plan along with other organizational documents, based upon existing challenges in the implementation of the strategy, with a focus on: Where are we? Where do we want to be? How will we get there?



3. Identify critical gaps, conduct SWOT analysis, and identify strategic opportunities through interviews and meetings;
4. Engage with the Board to prioritize strategic direction and refine mission, vision, objectives and strategy;
5. Support CDF management in designing appropriate systems and metrics for Monitoring, Evaluation, Learning and Impact to best align with identified strategic priorities; and
6. Provide written inputs to the development of the strategic framework for presentation and endorsement for approval in early 2021.

#### **Supervision of the work**

The consultant will work under the direct and overall supervision of the Executive Director.

#### **Profile/ Consultancy Requirements**

1. Minimum of 5 years of experience in strategic planning; experience in organizational and change management an advantage;
2. Good knowledge of the non-profit, charity sectors; understanding of the Co-operative sector (financial and non-financial) and/or ID environments is considered an asset;
3. Proven excellent communication and facilitation skills in multi-cultural settings;
4. Fluency in English (written and spoken);

#### **Process and Deadline**

Submit a letter of interest and CV **no later than 12 PM July 15**

Please reference the following title "Strategic Organizational Development" in the email subject line and submit in confidence to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop)

**Only short-listed submissions will be contacted!**