

SCOPE OF WORK

Technical Support for Organizational Strategy Development of ACDC

From February to April 2020

A. Background

Action to the community Development center (ACDC) is a Vietnamese non-governmental organization working to support persons with disabilities and other disadvantaged groups in Vietnam.

As a young, enthusiastic and experienced team, we are looking for possible solutions to building a barrier-free and rights-based society for persons with disabilities with a consistent goal, “Sharing vision bringing empowerment for persons with disabilities in Vietnam”.

ACDC’s intention is that by 2025 ACDC it will become a leading organization in Vietnam on policy advocacy for persons with disabilities and lead an organizational network for persons with disabilities (DPOs).

In order to meet the development needs of the organization, ACDC are looking for expert groups / organizations for technical assistance to develop a new organizational strategy for 2020 – 2025, with a vision toward 2030.

B. Objective

The overall objective of this consultancy is to develop a new organizational strategy of ACDC for 2020 – 2025, with a vision toward 2030, that will contribute to the development of ACDC and the improvement in the delivery of services to its targeted populations.

C. Statement of Work

The selected consultant will work closely with the ACDC and other stakeholders to provide technical assistance to ACDC. PEAPROS will carry out the following tasks:

Task 1. Conduct a review on current organizational strategy documents, its mission and vision, business model, and other relevant strategies and documents to provide a foundation for the analysis of current requirements; Develop an action plan to implement this TOR in collaboration with the Director Board and staff of ACDC;

Task 2. Carry out consultations/interviews with the Director Board, senior staff and employees, as required, to gain further understanding of their current organizational and proposed ideas for developing new organizational strategy for the period of 2020 to 2025, with a vision toward 2030,

Task 3. Facilitate workshops, meetings and interviews with relevant staff and/or external stakeholders to help set overall Strategic Objectives for the organizational strategy, key indicators for monitoring and measuring the achievements of each Strategic Objective, and detailed 12-month action plan;

Task 4. Draft organizational strategy document for ACDC based on inputs from the workshops, consultations and interviews;

Task 5. Conduct validation meetings with the Director Board and staff of ACDC, and consultation with stakeholders to get inputs and present findings and recommendations for the strategy;

Task 6. Based on recommendations and feedback, complete final draft of organizational strategy documents of ACDC for 2020 – 2025, with a vision toward 2030.

D. Time & Deliverables (in both English and Vietnamese)

Task	Deliverables	Tentative Dates
Task 1	An action plan/ proposal to implement this TOR with the Directors and staff of ACDC;	Mar 2020
Task 2, 3, 4	First draft organizational strategy document for ACDC based on inputs from the workshops, consultations and interviews;	Mar –Apr 2020
Task 5 & 6	Final draft of organizational strategy documents 2020 – 2025 for ACDC.	May 2020

F. Required Qualifications

- Two qualified local consultants who have experience in Vietnam in the development of organizational strategies, strategic planning, and organizational governance development.
- Past performance references that demonstrate a successful track record of working with non-profit organizations in Vietnam on organizational strategy.
- At least ten (10) years of consulting experience in strategic planning and market research, preferably with VNGO experience.

G. Submission

Interested applicants should submit the following documents:

- Curriculum vitae (CV) outlining relevant qualifications and experience.
- A summarized description of the scope of work and the intended methodology to be used as well as a tentative work plan including activities and time frames.
- Names and contacts of three recent professional referees (previous clients) for whom similar work has been conducted.
- An example of similar pieces of work completed recently.
- Itemized financial proposal.

Please submit the application by e-mail to: admin@acdc.org.vn.

Contacts for further information: Email: admin@acdc.org.vn; Tel: 024 6675 3946.