**Call for Expression of Interest**

**Seeking Consultant for Strategic Plan Development**

**Terms of Reference**

August 2020

The Balkan Forum is looking for a consultant/team to lead the review of its current Business Plan, and develop a strategic plan for the period 2021 – 2025.

**Deadline for applications:** 15 September 2020.

**Expected start date for this consultancy:** October 2020.

**Completion date:** December 2020.

1. **Introduction**

[The Balkan Forum](https://thebalkanforum.org/en/) (The BF) is a regional cross-sectoral platform that works to create a new vision for the Balkans region based on economic development, democratic values and the rule of law. It promotes a resource efficient, greener, and more competitive Balkan region that is based on collaboration and diversity. The BF aims to leverage the region’s strengths, and each country’s comparative advantages, to catalyze innovation and development. We adopt a positive approach as the guiding principle for our activities; rather than re-emphasizing the problems that have divided the Balkan populations for many years now, we focus heavily on the positive elements that unite them.

Our efforts focus on filling gaps and mobilizing action; facilitating consensus building and dialogue; and building political will for policy action on regional cooperation initiatives. This includes encouraging systematic engagement in our four thematic areas and other important issues for the region, and ensuring follow up to take forward outcomes and priorities from different activities by also linking with - and learning from - other in-country and regional initiatives, for example Berlin Process and Nordic Council.

***Thematic areas***

The following four broad thematic areas that have been identified as having a special dynamic in the Balkan region; thus, presenting great opportunities for cooperation and joint development, form the framework of The BF’s initiative: Education, Energy, Tourism, Human Capital and Labor Market.

***Geographic focus***

Albania, Bosnia and Herzegovina, Croatia, Kosovo, Greece, North Macedonia, Montenegro, Serbia.

In 2015, The BF has been registered in Kosovo as a regional non-profit institution, with its offices in Pristina. The BF’s three-year business plan 2017 – 2020, has guided its work since the adoption in late 2017.

1. **Purpose**

The BF is seeking external support to review its current Business Plan, and develop a strategic plan for the period 2021 – 2025, with the aim of defining the future direction of the BF, and becoming a high performing organization that will effectively respond to new challenges and demands.

Consultant will also offer expertise, support and recommendations.

1. **Strategic planning process**

Under the overall guidance and direct supervision of the Executive Director, consultant will work closely with The BF team, who will ensure consultation with, and advice from, the members of the Board of Directors, on the overall direction and long-term plans and goals. In addition, the process will involve eliciting input (online), from key partners and stakeholders in the countries of our geographic focus.

1. **Activities to be carried out**
* Propose a timeline and actions to develop the upcoming Strategic Plan;
* Conceptualize and lead a workshop (ONLINE) on the development of the Strategic Plan;
* Collect input, and draft the Strategic Plan in English language.
1. **Consultancy period**

The duration of the consultancy is a maximum of 15 days between October and December 2020. Assignment to be completed by December 2020.

1. **Implementation arrangements**

The BF will provide the consultant with all the necessary support, including providing relevant documents and logistical support; assisting in arranging meetings with other actors; arrangements for online meetings.

1. Qualifications
* At least 5 years of experience with Strategic Planning; experience in organizational and change management an advantage;
* Good knowledge of the Balkan region;
* Excellent writing skills;
* Ability to take the lead and responsibility for planning, and to deliver high quality work, within the agreed time-frame;
* Fluency in English (written and spoken);
* Strong communication and interpersonal skills, sensitivity and attention to detail.

The consultant’s travel and accommodation expenses will be covered should travel be required outside of their country.

**Application process**

The expression of interest should comprise:

* A broad outline of the approach that the consultant would use (2 pages max);
* Capacity and experience to meet the requirements of the ToR (short CV);
* A statement on relevant previous experience;
* Indicative total budget covering daily rate(s). Rates should be in EUR and inclusive of VAT.

Expression of interest should be sent electronically to info@thebalkanforum.org