TERMS OF REFERENCE

FACILITATOR OF TEAM TRANSFORMATION WORKSHOPS

BRIEF

We are looking for an exceptional facilitator for a short-term assignment. The consultant will facilitate three 2-hour online workshops to support a team seeking to operationalise a recent organisational transition, grounded in principles of feminist leadership.

To apply you should demonstrate:

- Experience in facilitating complex workshops with international organisations
- Experience supporting teams / organisations through restructures and transition
- A strong understanding of feminist leadership principles and models
- Understanding of the global social justice landscape is highly desirable
- Ability to facilitate online workshops, using interactive tools and methodologies

BACKGROUND

Founded in 1937, Plan International is a development and humanitarian organisation that advances children’s rights and equality for girls. Plan International’s global office recently went through an organisational restructure. The new structure has been agreed and three teams within it (LEAD programming and influencing, Campaigns and Youth Movements) are coming together as one hub: Youth Empowerment, Movement and Campaigns. The team is global, with staff based across Europe, India and Uganda. In a previous series of calls, the team had started to identify the common goal, services and priorities of the new hub. The organisational restructure involves devolution of power to Plan International’s regional offices. Executive leadership of this team is moving from the global office in the UK to the regional hub in West and Central Africa (WACAH).

During the week of November 9th, the team will come together for three 2-hour workshops with the aim to forge one organisational unit out of three formerly separate teams by discussing and co-designing the following:

- Get to know each other and each other’s work
- Agree a common goal, list of key services, focus areas and key priorities (using a pre-prepared concept note)
- Ways of working (within our Hub, and with other GH and Plan Hubs and teams)
- New Hub name
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To ensure a fair and transparent process, the team seeks an external facilitator to support the preparation, facilitation and follow up. The team are deeply committed to feminist leadership and would like the facilitation process to be grounded in these principles. It’s important to us that this co-creation space is open, safe, brave, equal and participatory.
**DELIVERABLES**

We envision a total of 3 days’ work over a two-week period, during which time, the consultant would be responsible for the following:

- **w/c 2\(^{nd}\) November**
  - Coordinate preparation for three 2-hour workshops including joining 1-2 briefing calls
  - Develop preparatory materials for three 2-hour workshops (with support from the team)
- **w/c 9\(^{th}\) November**
  - Facilitate three 2-hour workshops
  - Develop a write up report

**TO APPLY**

Please send CV, cover letter and a 1-page proposal outlining the following:

1. Day rate
2. Availability
3. Proposed timeline

Please send these to Grace.Hunt@plan-international.org by 28\(^{th}\) November 2020.