

Consultancy Terms of Reference

Added Value of ACT Alliance

Review of added value of ACT Alliance and its decentralised secretariat to the ACT Alliance membership

1. Background:

ACT Alliance is a coalition of 146 churches and church-related organizations working together in over 100 countries to create positive and sustainable change in the lives of poor and marginalized people. The network is supported by a global secretariat.

ACT Alliance's current global strategic framework "Full life and dignity for all 2015-2018" is currently being revised. This external review of the perception of the ACT membership on the added value of the alliance is a critical input to the strategy revision process, both in terms of what the added value *has been* during the current strategic period, as well as what it *could be* for members in the next strategic period.

In addition, ACT Alliance secretariat has gone through a process of decentralization and restructuring. The implementation of this process started in April 2014. Since then the ACT secretariat, previously operating in Geneva and New York, has opened offices in San Salvador, Bangkok, Amman and Nairobi. Since 2015, the ACT Alliance secretariat has operated from six locations, with individual staff members working from member hosted locations and with a liaison with ACT Alliance EU located in Brussels.

The restructuring and decentralization had, as one of its aims, the desire to be 'closer to the members'. It is therefore timely, prior to the General Assembly to be held in Uppsala, Sweden in October 2018, that the decentralization is reviewed from the perspective of the added value its brings to the alliance and its membership.

2. Purpose:

The overall purpose of this review is to strengthen the ACT Alliance's relevance and effectiveness to its members for the next strategic period.

In particular the objectives include:

- To gather feedback from the ACT members and governance on what the added value of the alliance *has been* over the past 4 years and what the added value *could be* of the alliance in the next strategic period;
- To gather feedback from ACT members and governance on the extent to which the decentralization of the ACT Secretariat has brought added value to the alliance and its members;
- To analyze the feedback and provide recommendations for the next strategic period on how to improve the added value of the alliance for its members.

3. Expected results:

- A diverse representation of ACT members and ACT Governance are engaged in the review process;
- A report is produced, including analysis and recommendations, on the added value of ACT Alliance and its decentralized secretariat to its membership;
- The results and recommendations are presented to the Core Management Team and to the Officers of ACT Governing Board.

SECRETARIAT: 150, route de Ferney, P.O. Box 2100, 1211 Geneva 2, Switz. TEL.: +4122 791 6434 – FAX: +4122 791 6506 – www.actalliance.org

4. Start date: Approximately 15th January 2018

End date: 15th March 2018

Duty Station: Consultancy work is primarily home based, with Skype interviews. A briefing and debriefing session with ACT management to be held in Geneva.

Deliverables	Duration (Estimated # of days)	Deadline
1. Briefing by ACT management and review of background documents	One day	January 2018
2. Analysis of relevant member survey data and forum reports	Three days	January/ February 2018
3. Interviews with members	Three days	February 2018
4. Interview with Governing Board members	One day	February 2018
5. Writing of final report and recommendations	Three days	By 15 th March 2018
6. Presentation of the report to the Core Management Team and the Officers	One day	By 15 th March 2018
TOTAL	12 Days	

5. Key competences, technical background, and experience required:

- Demonstrated significant knowledge in management, strategy development and/or organisational development
- Demonstrated consultancy experience in conducting organisational reviews based on stakeholder feedback
- Understanding of the mandate and role of ACT Alliance
- Demonstrated track record in analysis of qualitative data and report writing
- Fluency in English and strong writing skills
- Ability to exercise sound judgment
- Ability to work well under pressure and to meet deadlines

Qualified candidates are requested to submit a cover letter with cost estimate and offer as Consultant/Independent Contractor as well as their CV to Head of Finance and Administration, Line Hempel by Friday 5th January to Recruitment@actalliance.org