

AFRICAN BUSINESS ROUNDTABLE
SELECTION OF INDIVIDUAL CONSULTANTS
Terms of Reference for Consultant to Review the Governing Instrument and
prepare a 5-year Strategic Plan with implementation framework and
financials

Background information

Africa Business Round Table is a continental umbrella organisation and the global voice for Africa private sector. The core roles are:

- (a) To expand the role of private enterprise in Africa and to create an environment conducive to economic growth and prosperity;
- (b) To provide assistance to existing enterprises and to serve as a forum for business leaders to study issues, exchange ideas and develop positions and solutions to problems of mutual concern;
- (c) To serve as a forum for its members, promote the establishment of business relations among them and encourage the formation of joint ventures;
- (d) To promote wider awareness of Africa's business, investment and trade potential;
- (e) To co-operate with Governments, the public sector and other organisations in Africa and internationally with a view to advocating elimination of impediments to investment and trade;
- (f) To advise and encourage governments and other national, regional or international institutions, to adopt laws, policies, regulations and procedures that enhance business growth, especially in small and medium-sized enterprises;
- (g) To build and maintain a positive image and enhance the good reputation and effectiveness of African entrepreneurs by providing them with:
 - (i) Training and professional opportunities (including expert information on research and appropriate technology);
 - (ii) Advice on potential sources of capital; and
 - (iii) Assistance in resource mobilisation;

(h)To serve as an instrument for healthy dialogue with governments and the public sector;

(i)To co-operate with African regional and sub-regional financial or economic organisations for the integration of the economies of Africa;

Purpose and objective

ABR seeks a consultant to review the governing instrument and prepare a 5-year plan strategic plan with implementation framework and financials.

Specific objectives

1. Review existing charter and bylaws, code of ethics, financial regulations, staff rules, Clive Carpenters Report and Business Plan
2. Review structure and governing instruments of 2 -3 similar organizations and make recommendations
3. Consult with the chairman, available members of the Board and relevant management staff / members to draw inputs
4. Recommended changes to charter & bylaws, code of ethics, etc with emphasis on operational efficiency, good governance and impact at country levels.
5. Develop a 5-year Strategic Plan with implementation framework and financials.
6. Recommend and possible assist with identifying/approaching developing partners, donors and funding agencies for grants to implement all or aspects of the Strategic Plan.

The ideal consultant will have the knowledge of and or proven expertise in:

- NGO Sector
- Private sector, Chamber and Business associations
- Private sector development
- Participatory approaches in conducting assessments and facilitating strategic planning processes
- Strategic planning document préparation

Roles and Responsibilities

ABR and the strategic planning committee will be responsible for:

- Preparing the Terms of Reference
- Selecting, contracting and managing the consultant
- Managing costs, communications and logistics associated with the assessment
- Actively engaging with the consultant during the assessment
- Identifying stakeholders and relevant documents as needed

The consultant will be responsible for

- Preparation of a work plan
- Actively engaging with ABR staff, Members of the Board, Members and other stakeholders through the use of participatory processes
- Regular progress reporting to ABR
- Production of deliverables in accordance with the requirements and timeframes of the Terms of Reference
- Drafting and finalizing the review documents of the Charter and bylaws, code of ethics, financial regulations, staff rules the financials and the Business Plan

Deliverables

The consultant will provide the following

- A strategic planning agenda and facilitation plan
- A Review document of the Charter and laws, code of ethics, financial regulations, staff rules and the Business Plan. Hard and soft copies.
 - A strategic plan document including but not limited to:
 - Executive summary
 - Background
 - Internal and external analysis
 - Strategic priorities
 - A Monitoring and Evaluation framework
 - Hard and soft copies of the final Strategic Plan in line with the work plan submitted and approved by ABR
- List and recommendations of potential developing partners, donors and funding agencies

Expressions of Interest (EOI)

Interested individuals or companies should send a cover letter and a CV of the consultant , a technical proposal or proposed methodology including a proposed work plan/time line and consultancy work to info@abrnetwork.org ; abrsouthafrica@abrnetwork.org; sam.ayodele@abrnetwork.org; cc: samdose1@petrolingroup.com; abrabuja@yahoo.com

Please note that the financial proposals will be evaluated based on total funds available for the project and ABR will enter into negotiations with the best evaluated consultant.

Deadline for application (EOI): 16:00 hrs on the 27th August, 2019

Deadline for Submission of Proposals: 16.00 hrs on 12th September, 2019