



Zimbabwe Health Interventions (ZHI)

Emerald Office Park Number 30, The Chase,
Corner 2nd St. Extension & The Chase (West)
Mount Pleasant, Harare, Zimbabwe

Terms of Reference for Midterm Review and Costing of ZHI Strategic Plan 2021-2026

Background

Zimbabwe Health Interventions (ZHI) is a local human development organization registered as a Private Voluntary Organization. ZHI's mission is to develop and deliver innovative and sustainable high-impact integrated health interventions with local communities while working with and strengthening existing institutions. ZHI has developed a comprehensive strategy covering the strategy period 2021-2026 and is still running but as per global best practice, there is need for periodic reviews to be conducted to align the strategy to current developments and future focus. ZHI is looking for the services of a consultant to conduct a mid-term review of the ZHI Strategic Plan (2021-2026)

Purpose of Assignment

The purpose of this assignment is to review and update the ZHI 5-year strategy. ZHI is in its third year of implementing this strategic plan and this assignment will be a mid-term review. The review aims to assess the progress made towards the strategic plan's goals and objectives, identify gaps and challenges, and provide recommendations and update the ZHI strategic plan for the remaining period.

Objectives:

The objectives of the mid-term review include:

- Conduct a mid-term review of the ZHI Strategy.
- Review and update the ZHI strategic plan.
- Identify strengths, weaknesses, opportunities, and challenges encountered during the implementation.

Scope of Work:

The mid-term review of the ZHI strategic plan should include the following key activities:

- Conduct a desk review of all relevant documents.
- Conduct a comprehensive assessment of the progress made towards the strategic plan's goals and objectives.
- Review the alignment between the implemented activities and the intended outcomes of the strategic plan
- Identify any gaps, challenges, or constraints encountered during the implementation process.
- Analyze the contextual factors that may influence the strategic plan's effectiveness and impact and come up with recommendations for an updated ZHI strategic Plan.
- Facilitate the review of the strategy with selected staff and board members of ZHI.
- Engage with key stakeholders, including ZHI staff, partners, and beneficiaries, to gather input and feedback and develop a ZHI Model of development that will be included in the updated ZHI strategy plan.
- Develop recommendations for improving the strategic plan's implementation and impact.
- Prepare a detailed report summarizing the findings, recommendations,
- Develop the ZHI updated strategic plan.
- Develop a 2-pager summary of the updated ZHI strategic for resource mobilization.

Deliverables:

The following deliverables are expected from the midterm review:

- Inception report outlining the review methodology, data collection tools, and work plan.
- Draft report outlining the progress by ZHI on the each of the objectives of the strategic document, outline the gaps in the current strategy and recommendations for improvement.
- Final report incorporating inputs from stakeholders and addressing feedback received.
- Updated ZHI Strategic Plan
- 2 pager summarized ZHI strategic plan.

Timeline:

The review should be completed within 21 days from the commencement date. The timeline should include adequate time for data collection, analysis, stakeholder consultations, report drafting, and revisions.

Expertise and Qualifications:

The review should be conducted by an expert (or team of experts) with the following qualifications, skills and experience:

- A Masters Degree in business administration, leadership, strategic management, or a related field is required
- A doctorate degree in Business Administration and Strategic Management will be an added advantage.
- Demonstrated experience in conducting midterm reviews and costing exercises for strategic plans in the health sector or related fields is required.
- Strong knowledge of the Zimbabwean health context and relevant policies and programs.
- Expertise in data collection, analysis, and evaluation methodologies.
- Excellent analytical, report writing, and communication skills.
- Ability to work collaboratively with stakeholders and manage consultations effectively.
- The Consultant should have extensive experience in the area of strategy facilitation and development with samples of strategies they personally handled on assignments of a similar nature.
- References from reputable organizations on similar assignments

Reporting and Coordination:

The team conducting the midterm review will report to the Executive Director and the Chairman of the ZHI Executive Committee. Regular coordination and progress updates should be provided to ensure alignment with the project's objectives and timelines.

Budget:

A budget should be developed to cover the costs associated with data collection, analysis, stakeholder consultations, report production, and any other relevant expenses. The budget should be submitted along with the inception report.

Submission Instructions

All proposals MUST be submitted by 23:59pm on 20 May 2024 via email to procurement team on procurement@zhi.org.zw quoting reference number ZHI.SHARED.2024.05.040.