



TERMS OF REFERENCE CHANGE MANAGEMENT CONSULTANT

Duration of assignment: 5 months

Expected start date: September 3, 2012

ABOUT FAHAMU

Fahamu has a vision of the world where people organise to emancipate themselves from all forms of oppression, recognise their social responsibilities, respect each other's differences, and realise their full potential.

Fahamu strengthens and nurtures the movement for social justice in Africa by:

- generating knowledge to serve activism, bridging the gap between theory and practice – **Tuliwaza**
- creating learning for, by and across movements – **Adilisha**
- amplifying Africa-centred voices, perspectives and solutions in policy and decision-making at all levels – **Utetezi**
- creating platforms for analysis and debate – **Pambazuka**

ABOUT ASSIGNMENT

Fahamu is looking for an experienced organization change manager to support the completion of Fahamu's Africa transition. The change manager consultancy position is a full-time short-term assignment. The consultant or team of consultants are expected to complete the assignment within 5 months of the start of the assignment.

PURPOSE

The purpose of the assignment is to support the completion of Fahamu's Africa transition. The change management consultant's role will be to lead the diagnosis of the organization's governance structures and human resources; conduct a collective visioning and design exercise for Fahamu's Africa governance; provide recommendations for the strengthening of Fahamu's human resource capacities; develop a detailed transition plan and oversee its implementation.

Specific tasks

- Conduct an in-depth analysis of the transition process, governance, human resources and organizational capacity in relation to its mission, vision, mandate and current programmatic work.
- Conduct a consultation process, visioning exercise and strategic planning for Fahamu's full Africa transition with outgoing and incoming board members and staff; Fahamu's partners, donors, supporters and counterpart organizations.
- Design a detailed transition plan including change management risks and mitigation.
- Oversee and support the implementation of key elements of the transition plan in a timely and professional manner, with minimal disruption to Fahamu's work.

Deliverables

- A methodological note that specifies:
 - a. Data collection method and sources of information.
 - b. Clear identification of the interventions under review and levels of analysis that includes target groups; counterpart organizations; allies and partners; outgoing and incoming senior board and staff; donors; others
 - c. The different roles of the stakeholders above and how they will be involved in the analysis, planning, visioning and transition plan implementation.
- A draft analytical report on Fahamu's governance and human resource, transition and recommendations for discussion and feedback by Fahamu's transition advisory group.
- Transition plan and budget
- Final report and recommendations

Person specifications

- At least 7 years of experience in organization change management, strategic planning and visioning
- At least an undergraduate degree in Organizational Development or a related field
- Proven experience in change management in a non-profit

environment in Africa

- Proven commitment to the vision and principles of Fahamu
- Ability to work under pressure and to tight deadlines
- Full time commitment for 5 months to this assignment
- An excellent communicator with good negotiation skills
- Excellent facilitation skills
- French and Kiswahili language skills preferred

Consultancy duration

The overall consultancy period is 5 months **beginning September 3, 2012.**

Location

Nairobi, Kenya.

How to apply

Applications should be provided by **August 24, 2012.** Applications received after this date will not be considered. Only shortlisted candidates will be contacted.

Interested candidates are invited to submit to infokenya@fahamu.org:

- Curriculum vitae of the consultant or team of consultants that highlights experience with similar assignments
- A detailed description of:
 - Your understanding of the assignment
 - How you intend to work on this project
 - Your expected fees