



សមាគមការពារសិទ្ធិមនុស្ស និងអភិវឌ្ឍន៍កម្ពុជា Cambodian Human Rights and Development Association

ផ្ទះលេខ៣ ផ្លូវ១៥៨ ឬឧត្តរាជ្យ ភ្នំពេញ, N° 3, St 158 Oukha Troeung Kang, Boeng Raing, Daun Penh, Phnom Penh.
Tel: (+855-23) 218 653 / 210 518 / 990 544 P.O. Box: 1024 P.O, Box 20 at CCC, E-mail: info@adhocambodia.org
Website: www.adhoccambodia.org, Facebook Page: www.facebook.com/adhoccam, Twitter: www.twitter.com/adhoccam

Request for Proposals: Consultant for Strategic Planning with the Cambodian Human Rights and Development Association (ADHOC)

I. Introduction:

The Cambodian Human Rights and Development Association (ADHOC) was founded in December 1991 after the signing of the Paris Peace Agreements. ADHOC is an independent, non-partisan, non-profit and non-governmental organization. ADHOC's vision is a society that respects human rights and law. For more than 32 years, ADHOC has worked to address the absence of basic rights, freedoms and liberties in Cambodia by providing people with knowledge and understanding of human rights, law and democracy, and how to defend their rights and freedoms. ADHOC is comprised of two sections - the Human Rights and Land Rights Section, and the Women's and Children's Rights Section. It operates across Cambodia from a Central Office in Phnom Penh and 21 provincial offices.

The Human Rights and Land Rights Section handles complaints of human rights abuses, such as extrajudicial killings, illegal arrest and detention, torture, impunity, or violations of fundamental freedoms of expression, assembly and association. In addition, the section handles cases of land and natural resource rights violations, including those concerning land grabbing, forced evictions, Economic Land Concessions (ELCs), Social Land Concessions (SLCs) and destruction of natural resources. The Women's and Children's Rights Section addresses violations concerning gender-based violence, including domestic violence, rape, trafficking in persons, and migrant abuse. Each section undertakes three key types of activities, including a) provision of direct legal and other support to survivors of human rights violations and their families; b) empowerment and capacity-building activities to enable people to defend their rights; and c) advocacy at the local, national and international levels.

II. Objective of the Consultancy:

The primary objective of the assignment is to develop a five-year strategic plan for the Cambodian Human Rights and Development Association (ADHOC).

III. Project Scope of Work/Major Responsibility:

ADHOC is seeking a consultant with clear strategic planning and facilitation experience to provide the following services:

- Work with Board Committee, management-level staff, community partners, and other relevant stakeholders to articulate a five-year strategic plan (2025-2029) for ADHOC.
- Developing strategic visions, and understanding an organization's mission, goal, mandates, and core values.
- Conducting a SWOT analysis and situational analysis, to identify strengths and weaknesses.
- Identifying issues, classifying priorities, and obtaining data from stakeholders.
- Facilitating the formulation of strategies.

- Developing measurable long-term and short-term goals and benchmarks for an organization or project.
- The Consultant will lead and oversee the presentation, review and validation process of the strategic plan.

IV. Proposed Methodology to Develop Strategic Plan:

When developing the Strategic Plan, the following methods will be used by the consultant:

- Documentary review.
- Situational Analysis of the area where ADHOC operates.
- SWOT Analysis.
- Prioritization of the Objectives in the period of 2025-2029.
- Stakeholder analysis.
- Review relevant documents, including donor expectations, regulatory frameworks as well as sector standards, to ensure the efficiency and comprehensiveness of the strategic plan.

V. Outputs/Deliverable of Performance and Time Schedule:

No.	Activity (Major Consultancy Task/Output)	Deadline	Who is Responsible
1	Start to develop the Five-year Strategic Plan	October 2024	Consultant
2	Debriefing and first draft of the Five-year Strategic Plan	October 2024	Consultant
3	Presentation of the draft Strategic Plan/Validation	November 2024	Consultant & ADHOC
4	Final Strategic Plan (2025-2029)	November 2024	Consultant

VI. Required Profile of the Consultancy:

- Advanced university degree (Master's or equivalent) in International Development, Organizational Development (OD), Public Relations, International Relations, Public/Business Administration, Law or any other relevant field.
- Demonstrated proficiency in both qualitative and quantitative survey/research skills and experience.
- Excellent facilitation and presentation skills.
- Proven experience in developing organizations' strategic plans within the NGO sector, particularly in the development context.
- Experience collaborating and working with Civil Society Organizations and Government.
- Ability to maintain effective working relations with stakeholders.
- Excellent writing and high-level communication skills in English.
- Experience in job training/coaching, including capacity-building and mentoring skills.
- Strong leadership, interpersonal, communication skills, reporting and writing abilities.

VII. Application Process and Procedures:

Interested and appropriately qualified (individual) consultants are invited to submit their application comprising of the following:

- A cover letter detailing how their experience fits well with the objectives and requirements of the consultancy (maximum 1 page).
- Technical Proposal that should also include a link to the two most recent work samples demonstrating the most relevant previous consultancy work.
- A list of project goals and deliverables to be created with a detailed timeline for each deliverable, goal, and overall project completion.
- Updated and customized CV, including contact details of at least two professional references.
- Any budget detail relevant to the pricing of the proposal.
- Brief presentation of the team, with CVs and functional responsibilities of the key people to be engaged in work.

Interested Candidates are invited to submit a letter of interest, CV, and a proposal, which comprises of methodology to develop the strategic plan, process, timeframe, proposed budget, and other necessary information to recruitment@adhoccamboia.org no later than 20 September 2024, and please feel free to contact us at any time via 023 218 653 / 086 407 666.