



Call for Expression of Interest – Seeking Consultant for the development of a Strategic Planning Resource Package

1. Background

1.1 Asia Pacific Forum of National Human Rights Institutions

The Asia Pacific Forum of National Human Rights Institutions (APF) is a regional organisation that supports the establishment and strengthening of national human rights institutions (NHRIs) in the Asia Pacific. It provides assistance and support to its 25 individual member institutions spanning the region, to enable them to more effectively undertake their own human rights protection, monitoring, promotion and advocacy.

One of the main strategic functions of the APF is to support and build stronger NHRIs in the Asia Pacific region. A key focus area is working with member institutions on capacity development activities and programmes. One of the ways of doing this work is by developing training and resource materials and packages that are readily available and accessible to our members.

For over 10 years, APF training packages had been developed to fit the ‘blended learning’ approach, which included the development of training manuals, online learning modules and a face-to-face workshop component. The APF has recently migrated to a new online learning platform that more closely reflects adult centred learning principles, and is both interactive and more dynamic than previous online learning systems. Hence, the APF is keen to ensure that all resources created are adaptable to this new APF Learning Community.

1.2 Rationale and purpose

The APF membership is set to grow in the Pacific sub-region, with many States looking to establish NHRIs, with increased needs and requests for assistance. One of the priority areas that newly established NHRIs are seeking APF assistance is in the strategic planning process. However, there are currently no ‘off the shelf’ resources that can be offered and adapted as a guide for NHRIs going through the strategic planning process.

Therefore, the APF is looking to develop a resource package that would be targeted at, and tailored to, the NHRIs in the Pacific sub-region, in their strategic planning process.

2. Strategic Planning Resource Package

2.1 Audience

The Resource Package is aimed at the leadership, including Commissioners, Senior Executive Officers and Senior Managers, of NHRIs in the Pacific sub-region, looking to develop their strategic plan. The Resource Package will act as a guide for those involved in the development processes of strategic planning, to navigate the different and various stages, human rights considerations and required resources.

2.2 Content approach

The APF, through its NHRI Expert Consultants, have extensive experience in providing tailored assistance to member institutions in the development of their strategic plans and guiding them through the processes. For this Strategic Planning Resource Package, the content development would involve liaising with APF NHRI Expert Consultants to capture those processes previously used, including the key NHRI contextual considerations, and to incorporate what has worked and what can be improved for future processes.

The content to be developed will be in the form of succinct, easy to use guides that outlines the step by step approach to creating an institution wide strategic plan, with guiding questionnaires and checklists where appropriate. It should also incorporate case studies from the Pacific sub-region, and in particular, showcase the experience of the Ombudsman of Samoa as a recent NHRI undertaking its strategic planning process with the assistance of the APF. In summary;

- consultation with APF NHRI Expert Consultants to capture the process and experiences that was successful in the past;
- where necessary consultation with officials of NHRI of Samoa to capture their experience of the process and showcase it as a case study;
- develop content that is easy to use and guides through the process in a step by step approach.
- Liaise with APF Digital Consultant to ensure content can be broke down in to digital content and learning plans (more details below);

2.3 Gender mainstreaming

Gender mainstreaming is a key priority area for the APF, and it ensures that all training materials and resources are developed with adequate considerations made for gender. As a result, this Strategic Planning Resource package will need to consider, and include the implications of gender in the strategic planning process. For more details please refer to the APF Gender Mainstreaming Guidelines for Trainers (<https://www.asiapacificforum.net/resources/apf-gender-mainstreaming-guidelines-trainers/>).

2.4 Online Content

Through the APF Learning Community on the Fuse platform, the APF is looking to ensure all suites of resources developed are readily available as learning plans, in bite-sized (micro) packages on its online learning community. For this reason, the successful candidate will be required to consult with the APF project lead and the APF Digital Solutions Consultant, in order to ensure that the content and materials developed can be made available on the APF Learning Community. In addition, this will involve liaising with the APF Communications Consultant to plan and identify online content that can be developed in different formats.

3. Qualification and Experience

In selecting the appropriate candidate for this project, the following will be considered:

- Expertise and experience in strategic planning;
- Expertise and experience in developing training material and resources, including for online learning;
- Expertise and understanding of NHRIs (desired); and
- Expertise and experience in working with Pacific Island States (desired)

4. Timeline

The deadline for completion of the resource package is **1 June 2019**. The APF welcomes proposals to undertake this consultancy. The deadline for submission of expressions of interest is **5 April 2019**. Interested applicants should address the following points, in no more than 5 pages:

- (i) Methodological approach
- (ii) Estimated timeframe for completion
- (iii) Consultant background and experience
- (iv) Cost

5. Project Lead

The Project Lead at the APF for this resource will be Ms Faso Aishath. Ms Aishath will be available throughout the project to assist the successful candidate to develop the resource and liaise with relevant consultants, including the NHRI of Samoa. All expressions of interest should be emailed to Ms Aishath at fasoaishath@asiapacificforum.net by **5 April 2019**.