

Ghana Pentecostal and Charismatic Council (GPCC)

Terms of Reference (ToR) for Consultants to develop a Five-year Strategic Plan 2015-2019

1. Background and Rationale

The Ghana Pentecostal and Charismatic Council (GPCC) is the umbrella body of over 200 Pentecostal and Charismatic Christian church denominations in Ghana established since 1969 to unite the body of Christ to propagate the gospel and to meet the spiritual and physical needs of its members across Ghana. Constituting over four (4) million of the adult Christian population in Ghana, the GPCC's contribution to the socio-economic and governance process in Ghana cannot be overemphasized.

Over the years, the GPCC has collaborated with the Christian Council of Ghana and the Ghana Catholic Bishops Conference to provide a Prophetic voice to the nation on many occasions. Joint consultations have been planned to provide the Church's viewpoint on some important national issues.

With a four-year vision (2013-2017) to build on its numerical advantage to position itself in terms of playing its prophetic role in pursuing national development and playing advocacy for the ordinary Ghanaian, the GPCC also seeks to strengthen its social and advocacy role by getting more involved in national and public affairs in close collaboration with other like-minded civil society and faith-based organisations.

In translating this vision into implementable strategic objectives with clearly measurable outcomes, the GPCC is seeking to develop a five-year (2015-2019) strategic plan to guide the implementation platform of this vision.

To this end, the GPCC is seeking the services of an experienced consultant to work closely with key GPCC stakeholders across the country to facilitate the development of this strategic plan based on the Terms of Reference (ToR) outline below.

Objectives

To contract a consultant to assist the GPCC in preparing a Strategic Plan that will clearly define the Objectives, set Priorities, and Annual Programme of Work (APoW) for the next 5 years, based on a clear assessment of its existing resources and capacities.

The 2015-2019 Strategic Plan will be an operational/management tool for the mobilization of resources both local and international to support and execute GPCC's mandate and to serve as a guide to respond to organisational challenges in co-ordination, monitoring and evaluation.

Scope of work

The primary purpose of this Strategic Plan is to develop a comprehensive "roadmap" setting the direction and pace of GPCC work over the next 5 years. Within this plan, a viable, cost-effective Annual Programme of Work should be identified that will assist in meeting short, medium and long term goals of GPCC.

An important aspect of this strategic planning process shall be goal setting and objectives selection and prioritization; the identification of the projected benefits and costs of doing business at GPCC. This planning process must create a framework that allows partnerships to form around strategic initiatives to efficiently implement the plan.

Specific tasks:

- Facilitate a planning workshop with all GPCC internal and external stakeholders in all ten regions constituted into 3 zones (Northern, Middle and Coastal) to generate desired inputs and outputs.
- Document the proceedings and prepare an edited workshop report.
- Assess existing resources, financial, human, and infrastructural and future resources required for the effective execution of the Plan.
- Identify key organizational priorities and areas of focus.
- Develop an action plan, workplans, clearly defined roles and responsibilities, with a strong monitoring and evaluation plan, and a realistic resource mobilization plan, both internal and external.
- Conduct a national stakeholder's round table discussions to validate the 2015-2019 Strategic Plan.
- Use the comments from the stakeholders' validation workshop to finalise the Plan and submit it to the GPCC National Secretariat.

Methodology

The consultant will be expected to conduct a briefing for the NEC and staff on the procedures and expectations of the Strategic Plan process. He/She will conduct a participatory strategic planning process

Expected outputs and deliverables

This exercise shall be completed within 40 working days based on the schedule presented in the table below:

PLANNED ACTIVITIES	EXPECTED DURATION
Draft and submit an inception report outlining methodology and work plan for the exercise	5 Days
Documents review	5 Days
Meeting with key external stakeholders, NEC members and Secretariat staff.	5 days
Preparing and facilitating Strategic planning workshops with GPCC internal and external stakeholders in 3 Zones	10 Days
Draft and submit report on workshop and 1 st draft strategic plan	7 Days
Facilitation of a National roundtable with stakeholders	1 Day
Revise and re-submit 2 nd draft strategic plan	5 Days
Submission of final document – 3 comb- bound hardcopies and an electronic copy.	2 Days

Note: The exercise is expected to commence on **April 17, 2015 2013**

Inputs

Consultancy fee will include all direct overheads and administrative costs including travel and lodging costs within Ghana for the consultants and any other person hired by the consultant. The organisation would however be responsible for organising and paying for costs relating to the stakeholders meetings-i.e the cost of meeting venue, accommodation, meals and T&T where applicable for participating stakeholders in workshops and roundtable meetings to be organised for the purpose of this exercise.

Payment Schedule

The payment arrangement will be on lump sum basis with the following schedule for each deliverable:

30% upon submission of inception report, desk review of available documents and meetings with external stakeholders, NEC and Staff – **by April 27, 2015**

40% upon submission of workshop report and 1st draft strategic plan for GPCC. – **by May 20, 2015**

30% upon submission of final strategic plan document-3 comb- bound hardcopies and an electronic copy –**by June 12, 2015**

Consultant's Qualifications, Skills and Experience

The prospective Candidate is required to have:

- An advanced degree in a relevant field.
- Over five (5) years of demonstrable knowledge and experience in supporting strategic planning processes in public or private institutions;
- Demonstrable expertise and knowledge of issues of the role of the Church in the socio-economic and governance development in Ghana
- Demonstrable project management experience, including ability to work on a team and experience delivering outputs on time.

- Excellent writing, reporting, and presentation skills in English required.
- High levels of self-motivation and discipline
- Must be a practicing Christian.

Preferred

- Experience working with donors and public service organizations required, experience working on CSOs and FBOs desirable.

Documents for reference:

- GPCC revised Constitution
- GPCC 4-Year Vision
- Existing policies and operational procedures
- Last three years Secretariat's Annual Reports
- Last three years Audit reports and
- Any other documents that the Consultant may deem necessary to facilitate their work.

Application procedures

Submit a technical and financial proposal on or before **April 10, 2015** to **The General Secretary** at the following address:

Ghana Pentecostal and Charismatic Council (GPCC)
P.O. Box CT 483
Cantonments
Accra

Tel: 028 967 4781/ 0302 522226

Or

Hand delivered at the GPCC National Secretariat at East Legon, near American House on the Kay Billie Klaer School Road.

Technical and financial proposals must accompany:

- CV(s) of consultant(s) and firm's profile where applicable, including contact details of 3 referees.
- List of previous work done, with one written sample of similar work done in the last 5 years.
- Statement of capacity.

This document can also be downloaded on the GPCC website at www.gpccghana.org