

APHR Consultancy Notice

**Facilitator for APHR Strategic Thinking and Team Building
towards “Building A Strong Team”**

A. Project Title

APHR Strategic Thinking and Team Building towards “Building a Strong Team”

B. Background

The purpose of this workshop is to enhance strategic thinking skills and promote a strategic mindset among APHR staff members. The workshop aims to provide a platform for APHR staff to learn and practice strategic thinking techniques, explore different perspectives, and develop strategic approaches to address complex challenges and issues being faced by the organization this year.

Strategic thinking is a valuable skill that empowers individuals and organizations to navigate complexity, seize opportunities, and achieve long-term success. By cultivating a strategic mindset and incorporating strategic thinking into their practices, organizations can adapt to change, make informed decisions, and create a sustainable competitive advantage.

The workshop will be conducted over a period of two days from January 31 - February 1, consisting of interactive sessions, group activities, discussions and team building exercises. The format will encourage active participation, engagement, and collaborative learning.

Objectives of the activity:

- To reinvigorate and refresh staff members’ understanding and commitment on APHR’s vision, mission and goals;
- To foster a collaborative environment for sharing ideas, perspectives, and experiences related to strategic thinking; and
- To develop actionable strategies that align with organizational goals and objectives.

The workshop is designed for individuals at all levels of an organization who are involved in decision-making, planning, and strategy development. An external facilitator with expertise in strategic thinking, human rights-based approach/strategy, and organizational development will conduct the workshop. They will create a supportive and engaging learning environment, facilitate discussions, and provide guidance throughout the workshop.

All discussions and information shared during the workshop will be treated as confidential, ensuring the privacy and protection of sensitive business information.

A team building exercise will be conducted to enhance teamwork, collaboration, and engagement within a group or organization. Participants will learn and practice essential team-building skills, explore effective communication strategies, and develop a shared understanding of their roles and responsibilities within the team. The team building exercise will consist of a combination of interactive sessions, group activities, role-playing exercises, and discussions. The format will be highly participatory, encouraging active engagement and learning through practical application.

C. Scope of Work

The external consultant/facilitator is expected to deliver the following:

- Introduction to strategic thinking tools
- Assessment of internal and external factors, identifying strengths, weaknesses, opportunities, and threats (SWOT analysis).
- Setting strategic goals and objectives: Defining SMART goals and aligning them with organizational vision and values.
- Strategy formulation including developing initial and strategies, action plans
Team Building Exercise
- Increased awareness and understanding of effective teamwork principles and practices.
- Enhanced communication and collaboration skills.
- Strategies and tools for building trust, fostering creativity, and managing conflicts within the team.
- Action plans with specific steps to implement workshop learnings within the team.
- Workshop materials for example handouts.

D. Expected Outputs and Deliverables

Expected Deliverables	Timeline
Signing of contract and submission/approval of workshop design and plan for 2 days	January 24-25, 2024
Actual workshop day: Day 1 - Strategic Thinking session	January 31, 2024
Actual workshop day: Day 2 - Team Building	February 1, 2024
Post reporting and evaluation	February 8, 2024

E. Institutional Arrangement

The external consultant will report directly to the Executive Director and collaborate with the M&E consultant, where necessary.

F. Duration of Work

The external consultant is expected to complete the activity in 5 days.

G. Duty Station

Remote with travel to Jakarta, Indonesia for the conduct of the activity.

H. Qualification of the Successful Contractor

- At least 5 years of relevant work experience, with a focus on strategic thinking and team building, events management, knowledge sharing workshops and conducting sustainable team building activities;
- Previous working experience with human rights organizations and CSOs;
- Expertise in designing and implementing a wide range of interactive, engaging methods to strengthen teams and improve communication in the workplace;
- Cultural sensitivity and experience in moderating meetings of culturally diverse and international groups;
- Demonstrated knowledge of team building for international organizations;
- Excellent analytical, writing and communication skills; and
- Computer literate.

I. Recommended Presentation of Offer

Applicants may submit the following requirements to procurement@aseanmp.org with subject heading “**Strategic Thinking and Team Building Consultant**” by **Sunday 22 January 2024**:

- Cover letter (1 page max) including why they consider themselves as the most suitable candidates for the assignment.
- Personal CV indicating all relevant past experience.
- Proposed workshop design for 2 days.

Please note that only shortlisted candidates will be contacted.

APHR is committed to diversity and inclusion within its workforce, and encourages qualified candidates of all genders from all nationalities, religious, and ethnic backgrounds, including persons living with disabilities, to apply.
