



## **About Us:**

Founded in 2013, Association Nabad for Development, hereinafter referred to as NABAD, is a civil, nongovernmental, and non-profit organization working on the alleviation of human suffering, dismantlement of injustices, development of impoverished and disenfranchised communities, and empowerment of individuals.

The Organization's scope of operation covers the entire area of Bekaa, South, Beirut and Mount Lebanon. Nabad has a human resource base of 120 staff members and a volunteer corps of 300 professionals. All of the staff members have a solid experience in the Emergency Response Operation for Syria Crisis in various positions ranging from front line field staff to senior management ranks and have developed a solid expertise in the various sectors of the humanitarian field

*Our Vision:* NABAD envision communities where all individuals own their personal responsibilities & enjoy their rights which echoes NABAD's internal spirit in order to achieve social justice and economic growth.

*Our Mission:* NABAD is committed through innovative programming to empower affected communities focusing on the most vulnerable individuals to provide the necessary tools and skills that enable transformation and achievement of sustainable solutions eventually contributing to the UN SDG goals impacting the individual and influencing the community.

## **OBJECTIVE OF THE ASSIGNMENT**

A service contractor will be hired for a period of 15 days during December 2021 to conduct a program strategy, an annual operating plan also a documentation policy. The consultant will run interviews with NABAD staff, main donors and senior team to identify the key points, vision and other related points.

## **SCOPE OF THE ORGANISATIONAL DEVELOPMENT ACTIVITY**

Under the supervision of NABAD Team, the service provider will carry out the following:

### Phase 1: Inception Phase

- Desk research, exchange of relevant documents
- A "get-to-know-each-other" to have a common understanding of the current vision and mission as well as the challenges of NABAD as a basis for future exchange.

### Phase 2: Planning & Implementation Phase

- Based on the findings of the inception phase, the service provider and NABAD are invited to jointly draft a work plan for their future cooperation. The work plan shall certainly include a revision of all the organizational elements mentioned under the Objectives above, detailing the priorities in each area and the sequencing of interventions.
- Development of a three years' strategy and a detailed annual action plan with a focus on aspects such as management, building capacities and other technical priorities,



public relations and visibility, strategic planning, supervision, communication, fundraising and other tasks.

- A plan for a reorganization of NABAD to be in line with the strategy and work plan.
- Development of relevant procedures and documents.

### Phase 3: Mission Closure

- The service provider will provide all related documents to NABAD

### **OUTCOME AND DELIVERABLES**

1. Program strategy for NABAD
2. Annual operating plan
3. Documentation and retention policy guidelines

### **Skills, Experience and Knowledge**

- A Bachelor's degree in a relevant discipline such as organizational development, social science or equivalent experience;
- 8 years of experience in capacity building, strategy development and other related tasks
- Demonstrable understanding of gender discrimination in service provision.
- Good written and spoken Arabic is essential, as well as a good working knowledge of English;