

## **CALL FOR APPLICATION: STRATEGY DEVELOPMENT CONSULTANT**

The Helen Suzman Foundation (HSF) promotes constitutional democracy, rule of law and human rights. Our mission is to ensure that key institutions of constitutional democracy in South Africa are strengthened and protected so that they, domestically and internationally, deliver on the Constitution's promise.

HSF seeks the expertise of an experienced strategy development consultant in the NGO sector to conduct a thorough analysis of the current organizational environment, including internal and external factors.

### **Scope of Work**

#### **1. Initial Assessment and Analysis**

- Perform SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.
- Gather data through surveys, interviews, and market research.

#### **2. Strategic Planning**

- Facilitate strategic planning sessions with key stakeholders.
- Define the organization's vision, mission, and core values.
- Set long-term strategic goals and objectives.
- Develop detailed action plans to achieve these goals.

#### **3. Resource Allocation**

- Identify and allocate necessary resources (financial, human, technological) to support strategic initiatives.

#### **4. Change Management**

- Design and implement change management strategies to ensure smooth transitions.
- Communicate the strategy and changes effectively to all employees.
- Provide training and support to help employees adapt to new processes and systems, if required.

#### **5. Implementation of Strategic Initiatives**

- Break down strategic goals into specific, actionable tasks and projects.
- Assign responsibilities and timelines for each task.
- Ensure alignment of departmental and individual goals with the overall strategy.

#### **6. Performance Monitoring and Evaluation**

- Establish key performance indicators (KPIs) to measure progress towards strategic goals.
- Implement systems for regular monitoring and reporting of performance.
- Conduct periodic reviews and adjust strategies as needed based on performance data.

#### **7. Leadership and Team Development**

- Develop leadership programs to enhance the skills of current and future leaders.
- Foster a culture of collaboration and continuous improvement.
- Address team dynamics and resolve conflicts to ensure effective teamwork.

#### **8. Organizational Culture and Communication**

- Promote a culture that aligns with the strategic vision and values.
- Implement initiatives to enhance employee engagement and satisfaction.
- Maintain open and transparent communication channels throughout the organization.

#### **9. Evaluation and Continuous Improvement**

- Collect feedback from employees and stakeholders.
- Regularly evaluate the effectiveness of the strategy and its implementation.
- Facilitate team-building activities to improve collaboration and performance.
- Make necessary adjustments to improve outcomes and address any challenges.

#### **Expected Deliverables**

- Comprehensive assessment and analysis reports.
- Strategic plans and detailed action plans.
- Resource allocation plans and budgets.
- Change management plans and communication materials.
- Performance monitoring systems and KPIs.
- Leadership and team development programs.
- Culture enhancement initiatives.
- Regular progress reports and evaluation summaries.

Please submit your application with previous similar work, including at least two contactable references by 27 June 2025. Email applications to Yvette Ondinga at [yvette@hsf.org.za](mailto:yvette@hsf.org.za).