

Terms of Reference – Consultancy to Facilitate a Strategic Planning Preparation

Assignment duration: 3 weeks

Tentative assignment dates: November 17 - December 7. **Additional 10 days to finalize reports and incorporate feedback**

Background:

The Surgical Society of Ethiopia (SSE) was established in 1995 with the vision of improving surgical practices in Ethiopia and bringing together the surgeons in the country for the common goal of a better surgical practice in the nation. We are a founding member of the College of Surgeons of East, Central, and Southern Africa (COSECSA). We are actively engaged in training, research, and continuing professional development (CPD) initiatives in Ethiopia and beyond. SSE would like to employ a qualified consultant to develop organizational 5-year Strategic Plan for our Society.

Major Objectives:

To prepare the five years of strategic plan and organizational profile

Specific Objectives:

- Conduct assessment of the internal and external environment of the organization.
- Conduct desktop review and face to face interview with different stake holders for the research, training, surgical health services and communication needs of the organization.
- Document the core principles and values of the organization.
- Re-define the vision, mission and strategic objectives of the organization.
- Analyze the fitness of the past and present programs to achieve the vision, mission and strategic objectives of the organization
- Design long and short-term objectives of the organization.
- Define the strategic aims/development options or choices,.
- Assesse the organizational capacity of the organization.
- Set priorities and future directions of the organization.
- Identify and document the strategic issues at all levels.
- Prepare summary of annual plans and budgets for the five-year operating plans and budgets.

Deliverables:

- Strategic Planning Framework
- Draft Strategy
- Final Strategy
- Action Plan Working Papers
- Draft Strategic Plan organizational profile

- Implementation Action Plan (IAP)
- Final Strategic Plan

Required Skills and Competencies:

- Experience in development of strategic plans especially health related
- Knowledge and experience of using participatory approaches and innovative techniques
- Strong analytical skills
- Good interpersonal skills and able to negotiate shared positions
- Excellent communication skills and fluency in English
- Strong understanding of development and humanitarian needs and issues in the Horn of Africa
- *Work experience and knowledge in global surgery, global health, and Sustainable Development Goals (SDGs) will be taken into consideration.*

Final day of submission of proposal to SSE November 9, 2025

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