

# REQUEST FOR PROPOSAL

## Consultancy Service on Development of AFoCO Strategic plan 2024-2030

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### **Background**

The Secretariat of the Asian Forest Cooperation Organization (AFoCO) has been developing the next term's Strategy, "AFoCO Strategic plan 2024-2030", as endorsed at the 5th session of the Assembly.

To prepare a strategic framework of the AFoCO Strategic Plan 2024-2030, a consultancy service with experts in strategy development is required to diagnose external environment and internal competency, and to set strategy directions and action plans.

### **Task Description**

Limited tender for procurement will be executed to carry out consultancy for the implementation and documentation of below three (3) activities within next three (3) months:

**a. Internal and external environment analysis**

Diagnosis of the internal and external environment to identify organizational opportunities, challenges, strength and weakness through analysis including, but not limited to:

- External environment analysis
- Internal competency analysis
- Benchmarking of relevant organization

**b. Strategy Formulation**

Conduct analysis and review to set future image and strategic directions through activities including, but not limited to:

- Institutional analysis
- Establishment of organizational core value and strategic direction
- Mid and Long-term goal setting

**c. Strategic management system design**

Design strategy and planning process management system for the Strategic plan through activities including, but not limited to:

- Establishment of Strategic task roadmap
- Establishment of performance monitoring and assessment system

## **Description of Requirements**

The following is the description of requirements.

### **a. Scope of work**

The proposer should clearly describe the scope of work to be performed in alignment with this RFP. The successful proposer in this RFP process will accomplish the following, in addition to other inclusions identified throughout the RFP. These include:

- Undertake a re-articulation of the Mission/Vision;
- Develop agreed frameworks, directions and strategies for Strategic Priority Areas;
- Promote organization-wide collaboration for greater impact by diagnosing internal and external environments;
- Articulate approaches that would lead to tighter more focused and high-impact programs;
- Establish monitoring scheme to measure plan progress and to make adjustments based on changing conditions

### **b. List of Expected Outputs to be delivered**

Upon completion of the work, a full final report and a summary report will be provided including:

- analysis of internal and external environment
- well formulated strategy with core value, strategic direction, mid and long-term goal setting
- strategy and planning process management system including roadmap, performance monitoring and assessment system

**c. Period of notice of Request for Proposal:** 6 July 2022- 11 July 2022 (23:59 KST)

**d. Expected duration of work:** 15 July 2022 – 6 October 2022

**e. Currency of Proposal:** Korean Won

## **Inputs by the Secretariat**

The Secretariat will provide available information of the AFoCO projects and programs in its Member countries for efficient analysis. The Secretariat will facilitate necessary communications with the Member countries. The Secretariat may facilitate meetings or discussion with internal and external stakeholders.

## **Payment Schedule**

In principle, the payment will be in two installments, upon contract and upon submission of the completion report. The payment schedule and ratio will be decided upon consultation with the selected proponent.

## **General Procedure for Limited Tender and Selection**

### **[Notice on Request for Proposal]**

Request for proposal (RFP) will be announced for 6 days. Evaluation of proposal will be conducted in case at

least 3 proposal are submitted within the deadline.

The Secretariat will internally review the submitted proposals and the Executive Director may decide to select and contract an institute/company in case less than 3 proposals are submitted.

In case no proposals are submitted, the Secretariat, upon approval of the Executive Director, may directly contract an institute/company for the assignment.

**[Evaluation Criteria]**

The proposals will be assessed based on below evaluation criteria.

- a. Approach, thoroughness, and completeness of the proposal (30%)
- b. References and past performance with multi-cultural, multi-national organizations engaged with forests and environmental issues (35%)
- c. Expertise in strategic planning processes (25%)
- d. Price (10%)

**[Requirements for the proponent]**

The requirements for the proponent for this limited tender are as follows:

- a. The proponent should have proven extensive experience and strong track record in establishing strategic plans for public, non-profit, and/or international organizations.
- b. The proponent should have knowledge of qualitative data analysis / research and ability to apply that to both internal processes and external research, information collection.

**Submission of Proposal**

- Cover letter duly signed by the representative of the Institution/Company
- Business registration of the proponent
- List of strategic planning consultations conducted within last 24 months.
- Qualifications of staffs to be assigned to the engagement
- Approach to the work to be performed and respective time-line
- Budget allocation

**DEADLINE FOR SUBMISSION OF PROPOSAL: 11 JULY 2022 (23:59 KST)**

**Submit to: [secretariat@afocosec.org](mailto:secretariat@afocosec.org)**

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