CONSULTANCY OPPORTUNITY

Short-Term Technical Assistance in Teambuilding Retreat Design

Inclusive Socio-Economic Development Project in
The Beni Mellal-Khénifra Region (ISED-BMK)

STTA Title	Teambuilding Retreat Design Consultant
Location	TBD
Start date	January 15, 2024
Contract Type	Fixed Price Consultant Agreement
Level of Effort (LOE)	9 days over a period of 4 weeks
Languages	English, Arabic, French
Technical Interlocutor	ISED-BMK Chief of Party
Application Deadline	December 25, 2023

Project Description:

Family Health International 360 (FHI 360) is a nonprofit organization focused on human development that promotes more equitable, inclusive, and sustainable economic growth to stimulate job creation and enhance well-being by promoting integrated locally led initiatives in health, education, entrepreneurship, democratic governance, and other sectors. FHI 360 works in more than 70 countries and throughout the United States. In 2020, FHI 360 was selected by the United States Agency for International Development (USAID) to implement the Inclusive Socio-economic Development Project in the Beni Mellal Khénifra Region (ISED-BMK). The ISED-BMK Project (2020-2025) supports the BMK region to achieve its economic and social development priorities by strengthening participatory governance and improving economic growth opportunities for job creation, with emphasis on women, youth, and people with disabilities.

Description of the service:

The ISED-BMK project was launched in December 2020 and has now completed three years of implementation. As the project gears up for the last two implementation years where the strategic focus will be focused on learning, capitalization, and establishing sound sustainability measures, team coherence and alignment with this vision is critical to the achievement of project objectives as well as the identification of the project's key successes that could become the project's legacy in the BMK region. As such, the consultant is expected to take these critical considerations into account when designing and delivering the staff retreat.

Overall mission objective

To strengthen the cohesion of the group around common values, principles and objectives.

Specific mission objectives

- Strengthen the spirit of belonging to the group through collective challenges, stimulating recognition of common values and mission of the ISED-BMK project.
- Leverage the team's collective intelligence to maximize project impact.
- Support the smooth onboard new staff who have recently joined the project.
- Unpack and defuse potential conflicts through role-playing, while getting to better know each other outside of functional relationships to encourage dialogue and liberated communication.
- Encourage and practice empathy to stimulate adapted behavior and better communication.
- Boost individual and collective motivation through challenges.

Methodology

In general, a team building retreat is structured around 4 essential components. It is up to the consultant to propose activities to achieve the expected results above. The following framework can be considered as an indicative but not exhaustive reference:

- ***Exercises, games, role plays.*** This is the moment during which, through the game or the exercises to be carried out collectively, possible dysfunctions or blockages will appear "naturally" to help anticipate and plan solutions.
- ***Sharing and listening.*** Everyone expresses their points of view regarding possible blockages and other uncomfortable situations, their experiences, their doubts, but also their expectations. The goal is to speak and listen actively.
- ***Opening***. A moment of the unexpected where everyone will be able to discover or highlight a potential, a talent until then more or less dormant. This is about surprising, shaking up, destabilizing to push the collective to think differently and innovate.
- ***Serving.*** As development professionals, the team is heavily involved in designing, planning, and coordinating field interventions. The retreat should give the team the opportunity to directly engage in delivering a community service through a local organization, preferably a grassroots and small organization. The choice of the organization will be decided with the consultant.

Scope of Work (SOW)

The consultant will:
1. Develop the Retreat agenda in terms of content, timing, and sequence of events, with focus on teambuilding activities.
2. Discuss the structure of the various presentations with presenters.
3. Facilitate the Retreat by acting as a moderator for individual sessions, introducing topics, taking questions, asking questions to help guide the discussion and providing a brief summation at the end of some sessions when appropriate.
4. Prepare a brief report of not more than five pages that summarizes key outcomes from the Retreat, especially recommendations for action.

Qualifications

The consultant must:

1. Have knowledge of the development environment of Morocco
2. Have a strong experience, at least 4 years, designing and delivering staff team building retreats or similar events.
3.
4. Have at least a Bachelor's degree or higher in a field related to development.
5. Be able to carry out the work in both French and English

The consultant, preferably:
6. *Has a good knowledge of USAID expectations for project performance.*
7. *Has prior work experience on a USAID project to ensure the consultant understands how* USAID-funded projects are organized and led.

Dates, location and LOE

- The retreat will take place over 2.5 days in late January. Dates will be discussed and determined with the consultant.
- The retreat location will be discussed and determined with the consultant.

Tasks	Days
Retreat design	4
Facilitate the Retreat	3
Report writing and incorporation of feedback	2
Total LOE	**9**

Application

Interested applicants will send the following items to (morocco.ised.procurement@fhi360.org) no later than 11:59pm on December 25, 2023:
- CV
- A brief methodology note (1 pager).
- Suggested location for the retreat.
- Suggested community service organization (as mentioned in the "*serving*" section of the "*Methodology*" section).