



Terms of Reference (ToR) for the Review of CIRDAP Secretariat Organisational Structure

1.0 Background

- 1.1 CIRDAP was established in 1979 to promote and strengthen the Integrated Rural Development (IRD) Approach in Asia-Pacific through regional cooperation in terms of research, replication of pilot projects, training, exposure visits, internship and sharing of information.
- 1.2 Since then, there have been major changes in the rural development landscape which also have implications on CIRDAP Secretariat organisational structure and processes. Consequently, the Governing Council in its meetings held in 2005, 2013 and 2015 has stressed the need to strengthen CIRDAP Secretariat particularly on its functions, staffing structure and processes respectively. Now with the Strategic Plan 2018-2022 in place, it is important to realign the existing Organisational Structure to achieve its strategic goals.
- 1.3 CIRDAP Secretariat has five major divisions namely: Research; Pilot Projects; Training; Information & Communication and Administration & Finance headed by respective Directors.

2.0 Purpose of the Review

- 2.1 The main purpose of the Review is to develop an appropriate organisation structure with relevant job positions and roles in order for CIRDAP Secretariat to carry out its mandated functions more effectively and efficiently.

3.0 Specific Objectives of the Review

- 3.1 The main objectives of the review are as follows:
 - (i) to develop a hierarchical, flatter and professional organisational structure with streamlined divisions and competent staff, both with well defined roles and responsibilities;
 - (ii) to review and update existing job descriptions of the positions that are retained
 - (iii) to determine the classifications of newly established positions with its salary levels and job descriptions in view of existing job classification; and
 - (iv) to recommended an appropriate organisational structure that includes newly established staff positions within CIRDAP's current and future financial capacity.

4.0 Scope of Work

- 4.1 The Scope of work (Work Plan) is as follows:
 - (i) assess the relevance of the current Organisational Structure and staff positions in view of CIRDAP Secretariat's changing roles and priorities particularly on programme activities;
 - (ii) determine the Secretariat priority needs in terms of Divisions' functions and Staffing in accordance with the Strategic Plan 2018-2022;
 - (iii) consider similar regional inter-governmental organisations to CIRDAP in view of item (i) above, and develop an appropriate organisational structure with the newly established staffing positions which is in congruent to CIRDAP financial capacity for the next four years; and
 - (iv) submit recommendations with Implementations and Monitoring Strategies of the revised Organisational and Staffing Structure.

5.0 Qualifications for Engagement of Consultants

5.1 The following are the qualifications required:

- (i) must be legally registered as a Consultancy Service Provider preferably with more than 5 years of active engagement in Organisational Management Consultancy;
- (ii) the Team Leader or Key Person responsible for the review must possess relevant professional qualification in Organisational Management preferably at the Masters degree level; and demonstrate evidence of performing similar work preferably of international nature; and
- (iii) familiarity with inter-governmental organisational work environment and dynamics will be an added advantage.

6.0 Reporting and Timeline

6.1 Upon the selection of the Consultant, the Work Plan, specific criteria for the scope of work and the timeline for each activity is to be determined by agreement of the parties and will be annexed to this ToR for reference. The proposed activities are as follows:

- (i) finalised Work Plan upon consultation with the Secretariat;
- (ii) assessment of the existing organisational structure and determination of Secretariat priorities;
- (iii) first Progress Report and consultations;
- (iv) development of proposed organisational structure (including staffing);
- (v) second Progress Report and consultations;
- (vi) final Draft Report and consultations with CIRDAP member countries; and
- (vii) submission of Final Report to CIRDAP Secretariat.

7.0 Consultancy Fees

7.1 Submit your proposed consultation timeline and related fees in your Expression of Interest (EOI) submission. This is subject to changes if provisionally selected as in item (6.1) above.

8.0 Other Information

8.1 For those interested, please contact the Principal Executive Officer, Tomasi Raiyawa for further information and relevant documents to e-mail tomasi@cirdap.org ;

8.2 Please direct your submission on Expression of Interest (EOI) to the following **no later than 31st July, 2018**:

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