



## **Commonwealth Telecommunications Organisation (CTO)**

### **Consultancy - Terms of Reference**

**29 October 2015**

#### **Title**

Elaboration of the New Strategic Plan for the Commonwealth Telecommunications Organisation.

#### **Purpose**

To develop a strategic plan that will articulate the CTO's vision and guide its operations for the period 2016-2020.

#### **Background**

The Commonwealth Telecommunications Organisation (CTO) is an intergovernmental organisation based in London and established through a Headquarters Agreement with the Government of the United Kingdom of Great Britain and Northern Ireland. It is the oldest Commonwealth organisation engaged in multilateral collaboration in the field of Information and Communication Technologies (ICTs), and uses its experience and expertise to support its members in integrating ICTs to deliver effective development interventions that enrich, empower, and emancipate people within the Commonwealth and beyond.

The current Strategic Plan of the organisation expires in March 2016 and its governing Council has authorised the Secretary-General to elaborate a new Strategic Plan based on the Vision Statement and an Outline of the Strategic Plan prepared by the new Secretary-General, as well as the comments received from Commonwealth Member States and CTO Sector Members on the Secretary-General's broad proposals.

The new Strategic Plan will ensure that the CTO Vision is implemented; that opportunities are created for the organisation; and that the needs of members are addressed.

To this end the CTO is seeking the services of a suitably qualified consultant with international experience to assist the Secretary-General in the elaboration of the Strategic Plan.



## Description of duties

Under the direction of the CTO Secretary-General and in cooperation with the CTO staff, the consultant will elaborate a new Strategic Plan for the period 2016-2020 for the CTO, on the basis of the Vision Statement and Outline of a Strategic Plan prepared by the Secretary-General and the comments received from Member States and CTO Sector Members.

In elaborating the Strategic Plan, the consultant will:

- i. clearly define the goals, strategic objectives and vision of the CTO;
- ii. propose effective mechanisms to achieve perceived value-for-money by the CTO membership;
- iii. take into account the post-2015 Sustainable Development Goals adopted by the United Nations;
- iv. undertake SWOT and PESTEL analyses;
- v. identify the challenges faced by the CTO and make proposals to address these challenges;
- vi. identify opportunities for the CTO and formulate proposals on how to transform them into initiatives that will benefit the Organisation and its stakeholders members;
- vii. elaborate proposals on membership attraction and retention;
- viii. propose ways of enhancing capacity building for stakeholders;
- ix. define other operational activities that will deliver value to members;
- x. identify priority programme areas for the CTO;
- xi. propose a staff structure that will respond to the new Strategic Plan whilst ensuring the need to maintain a qualified and competent staff;
- xii. elaborate proposals to improve staff welfare, including Succession Planning, Performance Evaluation, and Benchmarking with other similar organisations on conditions of employment;
- xiii. propose detailed strategies for meeting identified Strategic Objectives;
- xiv. carry out any other duties within the scope of the consultancy assignment and in relation to the above that may be assigned to him/her by the Secretary-General.



### **Concrete deliverables**

- i. an Inception Report;
- ii. Provisional Draft Strategic Plan produced in consultation with the Secretary-General;
- iii. Draft of the Strategic Plan taking into account comments made by members on the Provisional Draft Strategic Plan;
- iv. Final Draft Strategic Plan as adopted by the CTO's Executive Committee for circulation to members for approval;
- v. Electronic version of the above documents.

### **Duration of appointment**

20 days including at least 5 days at the CTO Headquarters.

### **Education**

Minimum of a Bachelor's degree in Telecommunications/ICTs or other areas relevant to the assignment.

### **Experience**

- i. Minimum of 10 years exposure to the field of Telecommunications/ICTs or other areas relevant to the assignment;
- ii. Minimum of 10 years' experience in a senior position with a regional or international/intergovernmental organisation, ideally involved in telecommunications/ICTs;
- iii. Experience in developing and implementing telecommunications/ICT plans and strategies for an international organisation;

### **Qualifications**

- i. A thorough knowledge and understanding of English is essential;
- ii. Excellent written and verbal communication skills and ability to analyse, plan, communicate effectively, orally and in writing, draft clear and concise reports and meet expected goals;
- iii. Ability to adapt to different environments (cultural, economic, political and social);
- iv. Computer literacy and ability to effectively use office technology equipment and IT tools;
- v. Ability to work in a team;
- vi. Good background, experience and understanding of modern telecommunications/ICT issues as well as good knowledge of global trends in telecommunications/ICTs;



- vii. The Consultant must be an internationally recognised consultant with a wide range of experience in drafting and or implementing strategic plans for other international organisations;
- viii. Expertise and experience in strategic planning;
- ix. Good understanding of the Commonwealth.

### **Financial Proposal**

The financial proposal shall be prepared by listing all cost components associated with this assignment, including (a) fees (b) travel and (c) other costs.

### **Submission of Proposals**

Your Application shall consist of;

- i. The Application Form,
- ii. Your CV with covering letter
- iii. Financial Proposal

Please send your application to [recruitment@cto.int](mailto:recruitment@cto.int) no later than the closing date. Application submitted after the closing date will not be considered.

**Closing date 13<sup>th</sup> of November, 2015**