



Call for Applications:

Consultant(s) for Organization Development Assessment and prepare an organisational development strategy for Intersex Asia

- **Location:** home-based (remote working)
- **Start Date:** As soon as possible (no later than 1 January 2024)
- **Expected duration:** To be completed by 30 March 2024.
- **Application Deadline:** We are receiving applications on a rolling basis. We'd like to start the project as soon as possible.

1. About the organisation

Intersex Asia (IA) is a regional network established in 2018 with a mission to advocate for the rights and well-being of intersex people across the Asia region. We recognize the unique challenges that intersex people face in society, including discrimination, stigmatization, and lack of access to appropriate healthcare. Our organization is led by a dedicated team of intersex activists and allies who are committed to raising awareness about intersex issues, promoting intersex rights, and building a supportive community for intersex people across Asia. We work closely with intersex-led organizations and other human rights groups to advance our mission and create positive change for intersex people. Through our advocacy, education, and community-building initiatives, we strive to ensure that intersex people are recognized, respected, and protected in society. We believe that every individual, regardless of their gender identity or bodily differences, deserves to live a life free from discrimination and with access to equal opportunities.

2. About the Project

This is the third year of Intersex Asia's existence as a registered organisation. Also, it has been three years since our Constitution and Governance Manual was updated. Recently, the organisation completed a wide-ranging consultation process for preparing the Strategic Plan for the next three years. The new Strategic Plan, coming into effect in 2024, highlighted the need to prepare an organisational development strategy keeping in view the needs of the regional intersex movement and how the projects taken by Intersex Asia have increased in scale and financial impact.

By engaging a consultant for this activity, the organisation hopes to understand the progress over the last three years and how the current organisational processes can be improved further to increase our effectiveness. This exercise will lead to specific changes in our current governance manual and ensure our organisational processes are suitable to the growing needs of the movement.

The outcome of this consultancy will be an organisational development strategy for the next three years. It'll also have an impact on the other important organisational policy documents which need to be prepared for the organisation, namely- HR Manual, Finance Manual and Communications Strategy.

3. Scope of Work

The Consultant will be expected to evaluate the current governance structure, policies and approach as well as the strategic plan and how it is aligned with the project implementation approach. In view of the above, the consultant(s) will be expected to consider the following:

- a. *Board Composition and Structure:*
 - i. Appropriate size of the board for effective decision-making
 - ii. Clear roles and responsibilities of board members
 - iii. Mechanisms for board member selection, appointment, and rotation
- b. *Board Governance:*
 - i. Transparency and accountability in decision-making processes
 - ii. Adherence to ethical standards and codes of conduct
 - iii. Effective oversight of the organization's activities and finances
 - iv. Compliance with legal and regulatory requirements
 - v. Risk management and mitigation strategies in place
- c. *Operational and Financial Management:*
 - i. Adequacy of policies and mechanisms regarding staff recruitment, training and workload distribution.
 - ii. Sound financial policies and procedures
 - iii. Adequate financial controls and internal audits
 - iv. Transparent financial reporting and disclosure
 - v. Effective fundraising and resource mobilization strategies
 - vi. Responsible use of funds and allocation of resources
 - vii. Compliance with legal and regulatory requirements
- d. *Stakeholder Engagement:*
 - i. Engagement with beneficiaries, partners, and local communities
 - ii. Mechanisms for soliciting feedback and addressing concerns
 - iii. Collaboration with other organizations and stakeholders
 - iv. Inclusion of diverse perspectives in decision-making processes
 - v. Communication of organizational goals, activities, and impact
- e. *Organizational Culture:*
 - i. Promotion of a culture of integrity, inclusivity, and accountability
 - ii. Supportive and empowering work environment for staff and

- volunteers
- iii. Continuous learning and capacity-building opportunities
- iv. Adherence to best practices in governance and management
- v. Project Implementation Approach and Capacity
- vi. Effectiveness of communication and coordination mechanisms
- vii. Adequacy and effectiveness of monitoring and evaluation systems

4. Approach:

The consultant(s) is expected to follow the following approach while developing their work plan and implementing the project:

- a. **Conducting assessments:** The consultant works with IA to conduct assessments of their programs, projects, or policies. This may involve reviewing documents and interviewing stakeholders.
- b. **Developing evaluation plans:** The consultant helps IA develop an evaluation plan that outlines the goals, objectives, and methods for evaluating their programs. This plan may include identifying key performance indicators, data collection methods, and analysis techniques.
- c. **Facilitating stakeholder engagement:** The consultant may facilitate meetings or workshops with stakeholders to gather input and feedback on the program being evaluated. This may include staff members, beneficiaries, donors, and other partners.
- d. **Analyzing data:** The consultant analyzes data collected during the evaluation process to identify strengths and weaknesses of the program and make recommendations for improvement.
- e. **Reporting findings:** The consultant prepares a report that summarizes the findings of the evaluation and provides recommendations for the NGO to improve its programs. This report may be shared with stakeholders, donors, or other interested parties.

5. Deliverables:

The consultant/s are expected to assess the areas mentioned in the scope of work and prepare a plan for IA to implement for organization improvement. The deliverables include:

1. Compile a final assessment report of the areas mentioned in the scope of work
2. Develop an organization development strategy for IA for the next 2 years.

3. Prepare a realistic plan for IA to fill the gaps discovered during the assessment including suitable recommendations for amending IA's Governance Manual and Constitution.

6. Qualifications and working experience

An ideal candidate would have:

- Extensive experience (8-10 years) in running or advising civil society organisations working at the regional level.
- The ability to take creative initiative and bring new ideas to the table. A willingness to take ownership of the life-cycle of new ideas in terms of conceptualizing, researching, risk assessment, outreach, execution, and closure.
- A highly collaborative approach and good time-management and problem-solving skills. This role involves collaborations with the research and advocacy team, board members and senior staff, and also a few external stakeholders.

Competence and Skills:

- **Strong analytical skills:** You should be able to analyze data and information to identify trends and patterns, and draw insights that can inform decision-making.
 - **Excellent communication skills:** You should be able to communicate effectively with stakeholders at all levels, including donors, program staff, and other partners.
 - **Knowledge of evaluation methodologies:** You should have a strong understanding of evaluation methodologies and be able to apply them appropriately to different programs and contexts.
 - **Cultural sensitivity:** You should be able to work effectively with people from different cultural backgrounds and understand the nuances of working in different countries and contexts.
 - **Project management skills:** You should be able to manage projects effectively, including planning, budgeting, and monitoring progress.
 - **Flexibility and adaptability:** You should be able to adapt to changing circumstances and be flexible in your approach to problem-solving.
7. **Application process:** The application must include the following:
 - CV and Relevant experience of those who will be involved in the project.
 - 2-3 page proposal that, among others, shows how the consultants understand and will operationalise the work (methodology), the outline of the activities involved against deliverables, timelines, and potential risks.
 - Samples of Past work
 - 2 References of previous clients/organisations.

Please send your complete application to: research@intersexasia.org no later than 20 January with the subject line “Application- IA OD Consultant”

Note: Only short-listed candidates will be contacted.

Intersex Asia’s equal opportunities statement:

- Intersex Asia aims to ensure that all full-time and part-time employees, potential employees, and other individuals will receive equal treatment, including access to employment, training, and opportunities for promotion, regardless of any personal attribute, including but not limited to colour, nationality, national or ethnic origin, race, gender, sexual orientation, gender identity, gender expression, domestic circumstances, marital status, pregnancy, trade union membership, gender reassignment, health status, HIV status, religion or belief, age, sexuality, sex characteristics, bodily diversity, and disability.
- We encourage intersex individuals, as well as people from ethnic and racial minority backgrounds to apply.
- We want to make sure the recruitment process is accessible to applicants with disabilities, so if you would like us to make any arrangements in this respect, please let us know.