

TOR- Consultant for AWEC Strategic Planning

Introduction: AWEC invites qualified and experienced consultants to submit proposals for developing a comprehensive strategic plan for our Advanced Workflow and Efficiency Control (AWEC) initiative. This strategic plan will serve as a roadmap to guide AWEC's growth and development in alignment with the organization's overarching goals and objectives.

Objective: The primary objective of this project is to engage a consultant who can collaborate with our team to create a clear and actionable strategic plan for AWEC. This plan should encompass the following key elements:

- Vision and Mission
- SMART Goals and Objectives
- SWOT Analysis:
- Stakeholder Engagement: Engage internal and external stakeholders to gather input and insights for the strategic planning process.
- Action Plan: Develop a detailed action plan that outlines the steps, responsibilities, and timelines for achieving AWEC's strategic goals.
- Performance Metrics: Establish performance metrics and KPIs to measure the success and progress of AWEC.

Scope of Work: The scope of work for the consultant will include, but is not limited to:

- Review of Existing Documentation: Review any existing documentation related to AWEC and gather background information.
- Stakeholder Interviews: Conduct interviews or workshops with key stakeholders to gather input and feedback.
- Strategic Planning Workshops: Facilitate strategic planning workshops or meetings with the AWEC team to define goals and objectives.
- Data Analysis: Analyze relevant data and information to support the planning process.
- Strategy Development: Develop a comprehensive strategic plan document that includes the elements mentioned in the objectives.
- Presentation: Present the strategic plan to the [Your Organization Name] leadership team for feedback and approval.
- Final Documentation: Provide a finalized strategic plan document, including all necessary components and recommendations.

Proposal Submission: Interested consultants should submit their proposals electronically to hr@awec.info no later than 13 September 23. The proposal should include the following:

- Company Profile: Provide an overview of your company, including relevant experience in strategic planning.
- Methodology: Describe your approach to developing the AWEC strategic plan.
- Proposed Timeline: Provide a detailed project timeline, including key milestones.
- Cost Estimate: Include a comprehensive cost estimate, including all fees and expenses.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Experience and Expertise: Relevant experience in developing strategic plans for similar projects.
- Methodology: The clarity and appropriateness of the proposed approach.
- Cost: Cost-effectiveness of the proposal.
- Timeline: Ability to meet project deadlines.
- References: References from previous clients.