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Call for Expressions of Interest Consultancy on Staff Survey for Strategy Review

Starting date:	September 2019
Application deadline:	September 13, 2019
Location:	Home-based (possibly with one trip to Switzerland)
Language requirements:	English
Duration of assignment:	September – November 2019

The PeaceNexus Foundation

The PeaceNexus Foundation is a Swiss based operational foundation. It provides a range of capacity building services with the objective of strengthening the effectiveness of organizations that play a role in building peace. Its service areas include: organizational development for peacebuilding champions; developing organizational capacities for conflict sensitivity; and supporting inclusive dialogue with business to develop solutions to local peacebuilding challenges. The foundation provides support to international partners and local partners in our focus regions of West Africa, Central Asia, Western Balkans and South-East Asia (Myanmar). PeaceNexus has 10 staff working in its Prangins office, and 10 staff working in its focus regions.

Summary of the assignment

The Foundation is currently implementing its 2018-2020 strategy (a summary is available [here](#)). As part of our preparations for the development of the next strategy development, we would like a consultant to undertake a staff survey, reviewing the current strategy and identifying key learnings and findings.

Objectives of the survey

The survey would seek to gain a deeper understanding of staff perceptions relating to the utility, relevance, and feasibility of the current strategy, as well staff perceptions of what should be changed in the next one. The reason for commissioning an independent consultant to conduct the survey and analyze the results is to maximize the chances of honest and comprehensive feedback from all staff. The survey results will be used in the following way:

- PeaceNexus staff: The consultant will present aggregated findings of the survey to all staff in order to inform an initial staff discussion on what we found useful and want to keep from the last strategic framework and what we want to change in the next one.

- The Governing Board: The survey findings will inform a written input on the strategy review by the management team to the PeaceNexus Governing Board. The findings are also likely to be shared with the Board as an annex to this input.

Tasks and Timeline

September

- Initial briefing on the assignment by the Executive Director and reading of selected written material (full strategy, programme plans etc.)
- Develop the survey questions and methodology proposal
- Upon approval, send out the survey to all 20 staff and 3 Associate Consultants. Provide at least two weeks for responses.

October

- Review and analyse data and produce a strategy review report to be shared with all staff and associate consultants.
- Upon request, have follow up calls with individual staff with questions of clarification.

October/November

- Present the survey findings in a 2-hour staff meeting and facilitate the discussion around key findings. If feasible, this will be done in person. If this is not possible for any reason, it will be done via videoconference by the first week in November at the latest.
- If necessary, revise final report (to be shared with the PeaceNexus Board by the end of November).

What is required

- Demonstrated experience in designing and implementing surveys in peacebuilding, social change or organisational development.
- Demonstrated experience in facilitation of strategy design processes.
- Proven ability to present results in written and oral form.
- Readiness to provide contact details of former or current clients, to get feedback on the consultant's advisory capacities.

Application procedures

Applications should include a letter detailing relevant past professional experience and brief bio or CV. It should include an outline of key considerations that would inform the survey design and a suggestion of the IT tools which would be used to design, implement and analyse the data from the survey. It should also include an estimation of the time and budget (based on a daily rate) for this assignment. If the applicant is associated with, or represents, any service providers in the field of surveys, they should declare this interest.

Please submit your application by 13 September 2019 to recruitment@peacenexus.org with the **subject line: Application Strategy Survey Consultancy First Name Last Name.**