

TERMS OF REFERENCE (TOR)

Consultant for the Development of NSI's Five-Year Strategic Plan (2026–2030)

1. Background

New Social Initiative (NSI) is a civil society organization dedicated to promoting democratic governance, inclusive participation, and sustainable peace in Kosovo through evidence-based policy work, dialogue facilitation, and community engagement. In response to evolving socio-political challenges, shifts in donor priorities, and internal organizational growth, NSI aims to develop a new Five-Year Strategic Plan (2026–2030).

This strategy will serve as a guiding framework for the organization's programmatic, operational, and advocacy priorities over the next five years. It will ensure that NSI's mission and interventions remain relevant, resilient, and responsive to emerging dynamics in Kosovo and the Western Balkans.

2. Objective of the Assignment

The objective of this assignment is to engage an experienced external consultant (strategic planning expert) to facilitate the development of NSI's Five-Year Strategic Plan (2026–2030). The consultant will guide NSI's team and stakeholders through an inclusive, participatory, and data-driven process that results in a clear, actionable, and results-oriented strategic document.

3. Scope of Work and Deliverables

The consultant will be responsible for the following tasks:

1. Preparatory Phase
 - Review NSI's current strategy (2020–2025), internal documents, and project portfolio.
 - Conduct a situational and SWOT analysis to assess organizational strengths, challenges, and external opportunities.
 - Develop a detailed workplan and timeline for the strategic planning process.
2. Consultation and Facilitation
 - Facilitate two internal workshops with NSI staff and management to define strategic directions, priorities, and key objectives.
 - Conduct two external stakeholder consultations (with partners, donors, beneficiaries, and experts) to collect insights and recommendations.
 - Integrate gender equality, youth engagement, and cross-community inclusion as transversal principles.
3. Drafting and Validation
 - Prepare a draft version of the Five-Year Strategic Plan (2026–2030), including vision, mission, core values, strategic priorities, objectives, and performance indicators.

- Facilitate a validation session with NSI’s team to finalize the document.
- Produce the final version of the Strategic Plan (max 20 pages) in English, ready for professional layout and design.

Deliverables:

1. Inception Report and Workplan (detailing methodology, process, and timeline)
2. Summary Reports from Consultations and Workshops (including attendance lists, discussion notes, and recommendations)
3. Draft Strategic Plan (2026–2030)
4. Final Strategic Plan (2026–2030), incorporating feedback and finalized in editable and print-ready formats (MS Word and PDF)

4. Duration and Level of Effort

The assignment is expected to be completed within six (6) working days spread over a period of up to six weeks (tentatively November–December 2025).

Task	Estimated Days
Preparatory phase & inception report	1 day
Internal workshops facilitation	2 days
External stakeholder consultations	2 days
Drafting & finalization of the strategic plan	1 day
Total:	6 days

5. Qualifications and Experience

The consultant should meet the following criteria:

- Advanced university degree in Political Science, Public Policy, Development Studies, Organizational Management, or related fields.
- Minimum 7 years of professional experience in organizational strategic planning, preferably with civil society organizations in the Western Balkans.
- Proven experience in designing participatory planning processes and facilitating multi-stakeholder consultations.
- Strong understanding of the Kosovo context, donor environment, and governance trends.
- Excellent analytical, writing, and facilitation skills in English (knowledge of local languages is an asset).
- Familiarity with cross-cutting themes: gender equality, youth participation, community mobilization.

6. Coordination and Supervision

The consultant will work under the supervision of NSI’s Executive Director and in close coordination with the Program and Management teams. NSI will provide necessary background materials, access to stakeholders, and logistical support for meetings and workshops.

7. Payment and Budget

Payments will be made upon satisfactory completion and approval of deliverables according to the following schedule:

- 30% after submission of the Inception Report;
- 40% after submission of the Draft Strategic Plan;
- 30% after submission and approval of the Final Strategic Plan.

8. Contact Information

Interested consultants are invited to submit:

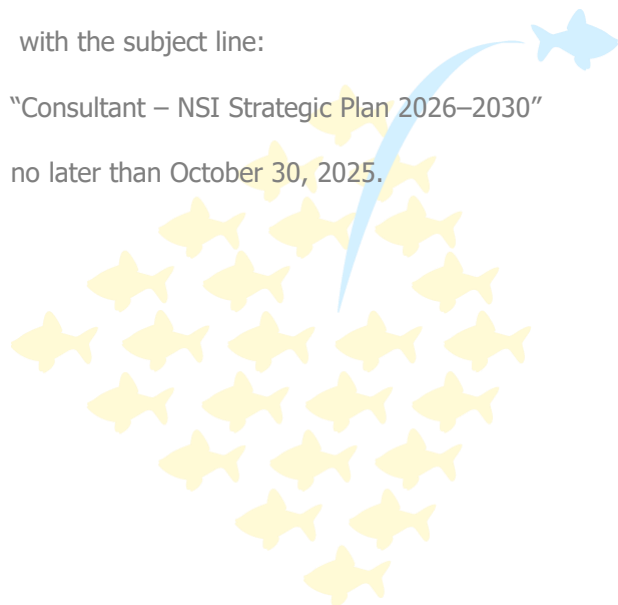
- A CV or professional portfolio, outlining relevant experience.
- A short technical proposal (max 2 pages) explaining their approach to the assignment.
- A financial offer, quoting a daily rate in EUR.
- At least two references or examples of similar strategic planning work.

Applications should be sent to admin@newsocialinitiative.org

with the subject line:

“Consultant – NSI Strategic Plan 2026–2030”

no later than October 30, 2025.



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